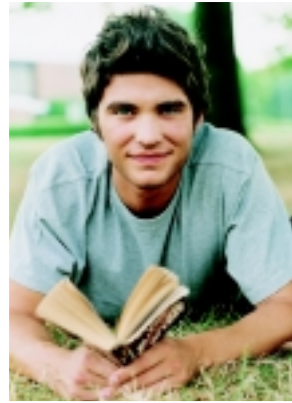




# SPARTANBURG TECHNICAL COLLEGE



## Student Planner & Handbook 2006-2007



**SPARTANBURG  
TECHNICAL  
COLLEGE**

**Student Planner & Handbook  
August 2006-August 2007**

**Property of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**In case of emergency, please notify:**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Notice To Students:**

Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness, or contradictory advice from any source is not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Technical College reserves the privilege of changing, without notice, any information in this publication.

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## President's Message

As Spartanburg Technical College continues its fifth decade of service to the people of Spartanburg, Cherokee and Union counties, we are committed to providing high-quality, affordable education and training to all our citizens. Each year, we serve over 5,000 credit students in degree, diploma and certificate programs, and more than 15,000 in continuing education and lifelong learning programs. Although our growth has been rapid, we have never forgotten our mission to educate tomorrow's workforce. We offer over 70 credit programs of study and a host of non-credit continuing education opportunities. Whether your goal is to complete an associate degree in arts or sciences and transfer to a four-year university; train for a good job in horticulture, computers, business, health and human services, industrial or engineering technologies; or take a short, intensive training course, you will find STC dedicated to your success. STC is committed to academic excellence, as exemplified by our experienced, dedicated faculty. They are willing to go the "extra mile" to help you discover and fulfill your potential.

This *Student Planner and Handbook* will assist you during your time at Spartanburg Technical College, a stay we hope will be rewarding for you. It contains a detailed list of services and resources to help you achieve your personal and professional goals.

My priority as president is to ensure that the faculty and staff work together to help you accomplish your objectives. Your success is our success! Good luck in your endeavors while at STC!

Dr. Dan L. Terhune, STC President

Academic Calendar 2006-2007

***Fall Term 2006***

August 21 .....	Classes Begin
September 4 .....	Labor Day (College Closed)
September 18 .....	FlexStart Classes Begin
October 9 .....	Fall Break, Faculty Optional Day (No Classes)
November 22 .....	Faculty Optional Day (No Classes)
November 23-24 .....	Thanksgiving Holidays (College Closed)
December 4 .....	Classes End
December 5-7 .....	Final Exams
December 16-January 1 .....	Christmas Holidays (College Closed)

***Spring Term 2007***

January 8 .....	Classes Begin
January 15 .....	Martin Luther King, Jr. Holiday (College Closed)
February 5 .....	FlexStart Classes Begin
April 2-6 .....	No Classes, Spring Break
April 6 .....	College Closed
April 23 .....	Classes End
April 24-26 .....	Final Exams
May 2 .....	Graduation

***Summer Term 2007***

May 14 .....	Classes Begin
July 4 .....	Independence Day Holiday (College Closed)
July 26 .....	Classes End

***Summer Mini Term 2007***

June 11 .....	Classes Begin
July 4 .....	Independence Day Holiday (College Closed)
July 19 .....	Classes End

Please note: These dates are subject to change in the case of extenuating circumstances, such as inclement weather.

<b>Sun., July 30</b>	
<b>Mon., July 31</b>	
•Book Inn semester break hours: 8am-5pm (July 31-Aug. 3)	
<b>Tues., August 1</b>	
<b>Wed., August 2</b>	
<b>Thurs., August 3</b>	
<b>Fri., August 4</b>	
<b>Sat., August 5</b>	

**Sun., August 6**

## Mon., August 7

- 2006-2007 academic year begins
- Book Inn semester break hours: 8am-5pm (Aug. 7-10)
- Fall semester textbooks available for purchase at Book Inn
- Financial aid students may begin purchasing books at Book Inn
- Fall semester fee payment begins for financial aid students
- Library hours, 7:30am-4:30pm (August 7-10)

**Tues., August 8**

- Library hours, 7:30am-4:30pm (August 7-10)

## Wed., August 9

- Library hours, 7:30am-4:30pm (August 7-10)

## Thurs., August 10

- Library hours, 7:30am-4:30pm (August 7-10)

**Fri., August 11**

- First deletion of non-paid students at 1:30pm

**Sat., August 12**

Sun., August 13	
Mon., August 14	
•Fall semester new student registration by division: Arts & Sciences-E5; Business-C4; ASAP-SSB; 8:30am-7pm	
•Library hours, 7:30am-4:30pm (August 14-17)	
•Book Inn hours: 9:30am-7pm	
Tues., August 15	
•Fall semester new student registration by division: Industrial & Engineering Technologies-LED 276; Health & Human Services-HSB; 8:30am-7pm	
•Book Inn hours: 9:30am-7pm	
•Library hours, 7:30am-4:30pm (August 14-17)	
Wed., August 16	
•Second deletion of non-paid students at 5pm	
•Early student orientation for online courses, 12:30-1:30pm, LRC Auditorium	
•Book Inn hours: 9:30am-5pm	
Thurs., August 17	
•Book Inn hours: 9:30am-5pm	
•Library hours, 7:30am-4:30pm (August 14-17)	
Fri., August 18	
•Book Inn hours: 9:30am-5pm	
Sat., August 19	



Sun., August 20	
Mon., August 21	<ul style="list-style-type: none"><li>•Fall semester classes begin</li><li>•Students allowed access to online courses</li><li>•Schedule changes</li></ul>
Tues., August 22	<ul style="list-style-type: none"><li>•Student orientation for online courses: 12:30-1:30pm or 5:30-6:30pm, LRC Auditorium</li><li>•Schedule changes</li></ul>
Wed., August 23	
Thurs., August 24	<ul style="list-style-type: none"><li>•WebCT studentsupport lab: 2-4pm, LRC 13A</li></ul>
Fri., August 25	<ul style="list-style-type: none"><li>•Last day for financial aid students to purchase books at Book Inn</li><li>•Last day to receive 100% tuition refund for fall semester</li></ul>
Sat., August 26	<ul style="list-style-type: none"><li>•Library begins Saturday hours, 9am-1pm</li></ul>

<b>Sun., August 27</b>	
<b>Mon., August 28</b>	
•Summer graduate awards available for pick-up in records office	
<b>Tues., August 29</b>	
•Summer graduate awards available for pick-up in records office	
<b>Wed., August 30</b>	
•Welcome Back Bash, West Building Sidewalk, 9:30-10:50am (classes dismissed)	
•Summer graduate awards available for pick-up in records office	
<b>Thurs., August 31</b>	
•WebCT student support lab: 2-4pm, LRC G13A	
•Summer graduate awards available for pick-up in records office	
<b>Fri., September 1</b>	
•Last day to receive 75% tuition refund for fall semester	
•Summer graduate awards available for pick-up in records office	
<b>Sat., September 2</b>	
•College closed	

Sun., September 3	
Mon., September 4	
•Labor Day, College closed	
Tues., September 5	
•Business office mails financial aid refund checks	
•Mail summer graduate awards	
Wed., September 6	
Thurs., September 7	
Fri., September 8	
•Last day to receive 50% tuition refund for fall semester	
Sat., September 9	

<div>Sun., September 10</div> <div>•Grandparent's Day</div>	
<div>Mon., September 11</div> <div>•Fall registration for FlexStart classes at STC Tyger River Campus: 8:30am- 6:30pm</div>	
<div>Tues., September 12</div> <div>•Fall registration for FlexStart classes at STC Tyger River Campus: 8:30am-6:30pm •Evening Student Appreciation Drop-In: 5:30-7:30pm, East Building Cafeteria , Free food for evening students and instructors (Classes are not dismissed for this event.)</div>	
<div>Wed., September 13</div>	
<div>Thurs., September 14</div> <div>•College Fest on the Square (Magnolia Square), 8-11pm</div>	
<div>Fri., September 15</div>	
<div>Sat., September 16</div>	

<div>Sun., September 17</div> <div><ul style="list-style-type: none"><li>•Constitution Day</li></ul></div>	
<div>Mon., September 18</div> <div><ul style="list-style-type: none"><li>•FlexStart classes begin</li><li>•Schedule changes for FlexStart classes</li><li>•Constitution Day activity</li></ul></div>	
<div>Tues., September 19</div> <div><ul style="list-style-type: none"><li>•Schedule changes for FlexStart classes</li></ul></div>	
<div>Wed., September 20</div> <div><ul style="list-style-type: none"><li>•Bloodmobile: 9am-3pm, West Building area</li></ul></div>	
<div>Thurs., September 21</div> <div><ul style="list-style-type: none"><li>•Last day to receive 100% tuition refund for FlexStart classes</li><li>•Internet Research Skills Workshop: 2:30pm &amp; 6:30pm, Library Instruction Lab</li></ul></div>	
<div>Fri., September 22</div> <div><ul style="list-style-type: none"><li>•Rosh Hashanah</li><li>•First day of Autumn</li></ul></div>	
<div>Sat., September 23</div> <div><ul style="list-style-type: none"><li>•Rosh Hashanah</li></ul></div>	

<div>Sun., September 24</div> <div>•Rosh Hashanah</div>	
<div>Mon., September 25</div> <div>•Choose or Lose Voter Registration Drive, 9am-2pm, West Building sidewalk</div>	
<div>Tues., September 26</div> <div>•High School Career Expo, 8am-3pm •Last day to receive 75% tuition refund for FlexStart classes</div>	
<div>Wed., September 27</div> <div>•High School Career Expo, 8am-3pm</div>	
<div>Thurs., September 28</div>	
<div>Fri., September 29</div>	
<div>Sat., September 30</div>	

<b>Sun., October 1</b>	
<b>Mon., October 2</b>	
<ul style="list-style-type: none"> <li>•Yom Kippur</li> <li>•Last day to receive 50% tuition refund for FlexStart classes</li> </ul>	
<b>Tues., October 3</b>	
<ul style="list-style-type: none"> <li>•Resume writing workshop, 9-11am, East Building, Room 25</li> </ul>	
<b>Wed., October 4</b>	
<b>Thurs., October 5</b>	
<b>Fri., October 6</b>	
<b>Sat., October 7</b>	

[illegible]



Sun., October 15	
Mon., October 16	
•National Boss' Day	
Tues., October 17	
Wed., October 18	
Thurs., October 19	
•Basic MLA Format Workshop: 2:30pm & 6:30pm, Library Instruction Lab	
Fri., October 20	
•Deadline to apply for fall graduation •Deadline to submit STC Celebrates the Arts (writing & art) entries	
Sat., October 21	

Sun., October 22	
Mon., October 23	
Tues., October 24	
Wed., October 25	
Thurs., October 26	
•Red Ribbon Day, activities held throughout campus	
Fri., October 27	
•Bowling for HeartWalk: 2-4pm, Shamrock Lanes	
Sat., October 28	

Sunday, October 29

•Daylight Savings Time ends

Monday, October 30

•Career Focus Week: Oct. 30-Nov. 2, activities TBA

Tues., October 31

•Halloween  
•Fall Fest, 12:30-2:30pm pm, LRC Pavilion (classes dismissed)

Wed., November 1

•Celebrates the Arts voting begins in Library

Thurs., November 2

Fri., November 3

Sat., November 4

Sun., November 5	
Mon., November 6	
Tues., November 7	• Election Day, College closed
Wed., November 8	
Thurs., November 9	
Fri., November 10	
Sat., November 11	• Veterans Day

**Sun., November 12**

**Mon., November 13**

- Returning student priority registration for spring semester (Nov. 13-Dec. 1)
- Spring 2007 semester textbooks available for purchase at Book Inn

**Tues., November 14**

- Returning student priority registration for spring semester

## Wed., November 15

- Bloodmobile, 9am-3 pm, West Building area
- Returning student priority registration for spring semester

**Thurs., November 16**

- Returning student priority registration for spring semester
- Great American Smokeout, 10am-2pm, West Building sidewalk

**Fri., November 17**

- Returning student priority registration for spring semester
- STC Celebrates the Arts voting ends

**Sat., November 18**

Sun., November 19	
Mon., November 20	
•Returning student priority registration for spring semester •Book Inn holiday hours: 8am-5pm (Nov. 20-22)	
Tues., November 21	
•Returning student priority registration for spring semester •Book Inn holiday hours: 8am-5pm (Nov. 20-22)	
Wed., November 22	
•Returning student priority registration for spring semester •Book Inn holiday hours: 8am-5pm (Nov. 20-22) •Library hours, 7:30am-4:30pm •No classes •Optional faculty workday	
Thurs., November 23	
•Thanksgiving holiday, College closed	
Fri., November 24	
•Thanksgiving holiday, College closed	
Sat., November 25	
•College closed	

Sun., November 26	
Mon., November 27	<ul style="list-style-type: none"><li>•Returning student priority registration for spring semester</li><li>•STC Celebrates the Arts winners contacted by mail</li></ul>
Tues., November 28	<ul style="list-style-type: none"><li>•Returning student priority registration for spring semester</li></ul>
Wed., November 29	<ul style="list-style-type: none"><li>•Returning student priority registration for spring semester</li><li>•Holiday Activity: 12:30-1:30pm, LRC Auditorium</li></ul>
Thurs., November 30	<ul style="list-style-type: none"><li>•Returning student priority registration for spring semester</li></ul>
Fri., December 1	<ul style="list-style-type: none"><li>•Returning student priority registration for spring semester</li></ul>
Sat., December 2	

**Sun., December 3**


**Mon., December 4**

- Fall semester classes end


**Tues., December 5**

- Fall semester final exams, see pg.121 for schedule
- Book Inn student buyback


**Wed., December 6**

- Fall semester final exams, see pg.121 for schedule
- Book Inn student buyback


**Thurs., December 7**

- Fall semester final exams, see pg.121 for schedule
- Book Inn student buyback


**Fri., December 8**


**Sat., December 9**

- Library closed




Sunday, December 10


Mon., December 11

- Library hours: 7:30am-4:30pm (Dec. 11-14)
- Book Inn semester break hours: 8am-5pm


Tues., December 12

- Grades available on online
- Book Inn semester break hours: 8am-5pm
- Library hours, 7:30am-4:30pm


Wed., December 13

- Book Inn semester break hours: 8am-5pm
- Library hours, 7:30am-4:30pm


Thurs., December 14

- Book Inn semester break hours: 8am-5pm
- Library hours, 7:30am-4:30pm
- Optional faculty workday


Fri., December 15

- Optional faculty workday


Sat., December 16

- College closed (December 16-January 1)
- Hanukkah


**Sunday, December 17**

•College closed

**Mon., December 18**

•College closed

**Tues., December 19**

•College closed

**Wed., December 20**

•College closed

**Thurs., December 21**

•College closed

**Fri., December 22**

•College closed  
•First day of Winter

**Sat., December 23**

•College closed

<div>Sunday, December 24</div> <div>•Christmas Eve, College closed</div>	
<div>Mon., December 25</div> <div>•Christmas Day, College closed</div>	
<div>Tues., December 26</div> <div>•College closed</div> <div>•Kwanzaa (December 26-January 1)</div>	
<div>Wed., December 27</div> <div>•College closed</div>	
<div>Thurs., December 28</div> <div>•College closed</div>	
<div>Fri., December 29</div> <div>•College closed</div>	
<div>Sat., December 30</div> <div>•College closed</div>	

<div>Sun., December 31</div> <div>•New Year's Eve, College closed</div>	
<div>Mon., January 1</div> <div>•New Year's Day, College closed</div>	
<div>Tues., January 2</div> <div>•Spring semester new student registration by division: Arts &amp; Sciences-E5; Business-C4; ASAP-SSB; 8:30am-7pm •Book Inn hours: 9:30am-7pm •Financial aid students may begin purchasing books from Book Inn •Spring semester fee payment begins for financial aid students •Library hours, 7:30am-4:30pm (January 2-4)</div>	
<div>Wed., January 3</div> <div>•Spring semester new student registration by division: Industrial &amp; Engineering Technologies-LED 276; Health &amp; Human Services-HSB; 8:30am-7pm •Book Inn hours: 9:30am-7pm •Early student orientation for online courses, 12:30pm-1:30pm, LRC Auditorium •Library hours, 7:30am-4:30pm</div>	
<div>Thurs., January 4</div> <div>•Delete non-paid students, 5pm •Book Inn hours: 9:30am-5pm •Library hours, 7:30am-4:30pm</div>	
<div>Fri., January 5</div> <div>•Book Inn hours: 9:30am-5pm</div>	
<div>Sat., January 6</div> <div>•Library closed</div>	

Sun., January 7	
Mon., January 8	<ul style="list-style-type: none"><li>•Spring semester classes begin</li><li>•Students allowed access to online courses</li><li>•Schedule changes</li></ul>
Tues., January 9	<ul style="list-style-type: none"><li>•Student orientation for online courses: 12:30-1:30pm or 5:30-6:30pm, LRC Auditorium</li><li>•Schedule changes</li></ul>
Wed., January 10	
Thurs., January 11	<ul style="list-style-type: none"><li>•Celebrate Martin Luther King, Jr. Day, details TBA</li><li>•WebCT student support lab: 2-4pm, LRC G13A</li></ul>
Fri., January 12	<ul style="list-style-type: none"><li>•Last day for financial aid students to purchase books at Book Inn</li><li>•Last day to receive 100% tuition refund for spring semester</li></ul>
Sat., January 13	<ul style="list-style-type: none"><li>•Library closed</li></ul>

•29•

Sun., January 21	
Mon., January 22	<ul style="list-style-type: none"><li>•Fall graduate awards available for pick-up in records office</li><li>•Business office mails financial aid refund checks</li></ul>
Tues., January 23	<ul style="list-style-type: none"><li>•Fall graduate awards available for pick-up in records office</li><li>•Dress for Success Workshop: 9:30-10:50am, LRC Auditorium</li></ul>
Wed., January 24	<ul style="list-style-type: none"><li>•Bloodmobile, 9am-2pm, West Building area</li><li>•Fall graduate awards available for pick-up in records office</li></ul>
Thurs., January 25	<ul style="list-style-type: none"><li>•Fall graduate awards available for pick-up in records office</li></ul>
Fri., January 26	<ul style="list-style-type: none"><li>•Last day to receive 50% tuition refund for spring semester</li><li>•Fall graduate awards available for pick-up in records office</li><li>•Bowling for HeartWalk, 2-4pm, Shamrock Lanes</li></ul>
Sat., January 27	

**Sun., January 28**

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**Mon., January 29**

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**Tues., January 30**  
•Graduate awards mailed

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**Wed., January 31**

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**Thurs., February 1**  
•Women's History Month Student Essay Competition begins

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**Fri., February 2**  
•Groundhog Day

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**Sat., February 3**

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**Sun., February 4**


**Mon., February 5**

- FlexStart classes begin
- Smarty Party for Black History Week: 11:30am-2pm, HSB Community Room


**Tues., February 6**


**Wed., February 7**

- Soul Food Fundraiser: 11:30am-2pm, SSB Commissioners' Dining Room


**Thurs., February 8**

- Last day to receive 100% tuition refund for FlexStart classes
- Basic MLA Format Workshop: 2:30pm & 6:30pm, Library Instruction Lab


**Fri., February 9**

- Deadline to apply for spring/summer graduation


**Sat., February 10**


Sun., February 11	
Mon., February 12	
Tues., February 13	
•Last day to receive 75% tuition refund for FlexStart classes	
Wed., February 14	
•Valentine's Day	
Thurs., February 15	
Fri., February 16	
Sat., February 17	

**Sun., February 18**

**Mon., February 19**

- Evening Student Appreciation Drop-In: 5:30-7:30pm, East Building Cafeteria
- Last day to receive 50% tuition refund for FlexStart classes
- President's Day

**Tues., February 20**

**Wed., February 21**

- Job Search / Interviewing Skills: 11:15am-12:15pm, LRC Auditorium
- Ash Wednesday

**Thurs., February 22**

- SCTEA Conference, Myrtle Beach, S.C.

**Fri., February 23**

- SCTEA Conference, Myrtle Beach, S.C.

## Sat., February 24

- SCTEA Conference, Myrtle Beach, S.C.
- CSI-CollegeTown Service Initiative (time & place TBA)

Sun., February 25	
Mon., February 26	•Spring semester midterm
Tues., February 27	
Wed., February 28	
Thurs., March 1	•Deadline to submit Women's History Month student essays to Admissions
Friday, March 2	
Sat., March 3	

Sun., March 4	
Mon., March 5	
Tues., March 6	
Wed., March 7	
Thurs., March 8	
Fri., March 9	
Sat., March 10	
•HeartWalk at STC	

Sun., March 11	
Mon., March 12	
Tues., March 13	
Wed., March 14	
Thurs., March 15	
•Women’s History Month Celebration: 11am-12:20pm, LRC auditorium (classes dismissed)	
Friday, March 16	
Sat., March 17	
•St. Patrick’s Day	

Sun., March 18	
Mon., March 19	
Tues., March 20	<ul style="list-style-type: none"><li>•Middle School Career Expo: 8am-3pm</li><li>•Bloodmobile: 9am-3pm, West Building area</li></ul>
Wed., March 21	
Thurs., March 22	<ul style="list-style-type: none"><li>•First day of Spring</li></ul>
Fri., March 23	
Sat., March 24	

Sun., March 25	
Mon., March 26	
•Summer semester textbooks available for purchase at Book Inn	
•Career Focus Week: March 26-29, activities TBA, East Building Cafeteria	
Tues., March 27	
Wed., March 28	
Thurs., March 29	
Friday, March 30	
Sat., March 31	
•Library closed	



Sun., April 1

- April Fool's Day
- Palm Sunday
- Daylight Savings Time begins

Mon., April 2

- Spring Break, April 2-6 (no classes)
- BookInn closed, inventory (April 2-5)
- Library hours: 7:30am-4:30pm (April 2-5)
- Optional faculty workday

Tues., April 3

- Spring Break, April 2-6 (no classes)
- Optional faculty workday
- Passover

Wed., April 4

- Spring Break, April 2-6 (no classes)
- Optional faculty workday

Thurs., April 5

- Spring Break, April 2-6 (no classes)
- Optional faculty workday
- Maundy Thursday

Fri., April 6

- Spring Break, April 2-6 (no classes)
- Optional faculty workday
- Good Friday, College closed

Sat., April 7

- Library closed

<div>Sun., April 8</div> <div>•Easter Sunday</div>	
<div>Mon., April 9</div> <div>•Returning student priority registration for summer semester (April 9-20)</div>	
<div>Tues., April 10</div> <div>•Returning student priority registration for summer semester</div>	
<div>Wed., April 11</div> <div>•Returning student priority registration for summer semester</div> <div>•Spring Fest: 12:30-2:30pm, LRCPavilion (classes dismissed)</div>	
<div>Thurs., April 12</div> <div>•Returning student priority registration for summer semester</div>	
<div>Friday, April 13</div> <div>•Returning student priority registration for summer semester</div>	
<div>Sat., April 14</div>	

Sun., April 15	
Mon., April 16	
•Returning student priority registration for summer semester	
Tues., April 17	
•Returning student priority registration for summer semester	
Wed., April 18	
•Returning student priority registration for summer semester	
Thurs., April 19	
•Returning student priority registration for summer semester	
Fri., April 20	
•Returning student priority registration for summer semester	
Sat., April 21	
•Library ends Saturday hours: 9am-1pm	

<b>Sun., April 22</b>	
<b>Mon., April 23</b>	
•Spring semester classes end	
<b>Tues., April 24</b>	
•Spring semester final exams, see pg.122 for schedule	
•Book Inn student buyback	
<b>Wed., April 25</b>	
•Spring semester final exams, see pg.122 for schedule	
•Book Inn student buyback	
•Administrative Professionals' Day	
<b>Thurs., April 26</b>	
•Spring semester final exams, see pg.122 for schedule	
•Book Inn student buyback	
<b>Friday, April 27</b>	
•Awards Day Program, 7-8pm, LRC Auditorium	
<b>Sat., April 28</b>	

Sun., April 29

Mon., April 30

- Book Inn semester break hours: 8am-5pm (April 30-May 3)
- Library hours: 7:30am-4:30pm (April 30-May 3)
- Optional faculty workday

Tues., May 1

- Grades available online
- Optional faculty workday
- Library hours: 7:30am-4:30pm

Wed., May 2

- Graduation:  
*Rehearsal*- 10am, Spartanburg Memorial Auditorium
- Ceremony*- 8pm, Spartanburg Memorial Auditorium
- Library hours: 7:30am-4:30pm

Thurs., May 3

- Optional faculty workday
- Library hours: 7:30am-4:30pm
- National Day of Prayer

Fri., May 4

- Optional faculty workday

Sat., May 5

Sun., May 6	
Mon., May 7	
•Summer semester fee payment begins for financial aid students	
•Financial aid students may begin purchasing books from BookInn	
•Library hours: 7:30am-4:30pm (May 7-10)	
•Optional faculty workday	
Tues., May 8	
•Summer semester new student registration by division: Arts & Sciences-E5; Business-C4; ASAP-SSB 109; 8:30am-7pm	
•Book Inn hours: 9:30am-7pm	
•Library hours: 7:30am-4:30pm	
Wed., May 9	
•Summer semester new student registration by division: Industrial & Engineering Technologies-LED 276; Health & Human Services-HSB; 8:30am-7pm	
•Early student orientation for online courses, 12:30-1:30 pm, LRC Auditorium	
•Book Inn hours: 9:30am-7pm	
•Library hours: 7:30am-4:30pm	
Thurs., May 10	
•Delete non-paid students at 5 pm	
•Book Inn hours: 9:30am-5pm	
•Library hours: 7:30am-4:30pm	
Friday, May 11	
•Book Inn hours: 9:30am-5pm	
Sat., May 12	

<div>Sun., May 13</div> <div><ul style="list-style-type: none"><li>•Mother's Day</li></ul></div>	
<div>Mon., May 14</div> <div><ul style="list-style-type: none"><li>•Summer semester classes begin</li><li>•Schedule changes</li><li>•Students allowed access to online courses</li></ul></div>	
<div>Tues., May 15</div> <div><ul style="list-style-type: none"><li>•Schedule changes</li><li>•Student orientation for online courses: 12:30-1:30pm or 5:30-6:30pm, LRC Auditorium</li></ul></div>	
<div>Wed., May 16</div> <div><ul style="list-style-type: none"><li>•Bloodmobile: 9am-2pm, West Building</li></ul></div>	
<div>Thurs., May 17</div> <div><ul style="list-style-type: none"><li>•WebCT student support lab: 2-4pm, LRC G13A</li></ul></div>	
<div>Fri., May 18</div> <div><ul style="list-style-type: none"><li>•Last day for financial aid students to purchase books at Book Inn</li><li>•Last day to receive 100% tuition refund for summer full semester</li></ul></div>	
<div>Sat., May 19</div>	

<b>Sun., May 20</b>	
<b>Mon., May 21</b>	
•Spring graduate awards available for pick-up in records office	
<b>Tues., May 22</b>	
•Spring graduate awards available for pick-up in records office	
•Last day to receive 75% tuition refund for summer full semester	
<b>Wed., May 23</b>	
•Spring graduate awards available for pick-up in records office	
<b>Thurs., May 24</b>	
•WebCT student support lab: 2-4pm, LRC G13A	
•Spring graduate awards available for pick-up in records office	
•Last day to receive 50% tuition refund for summer full semester	
<b>Friday, May 25</b>	
•Spring graduate awards available for pick-up in records office	
<b>Sat., May 26</b>	



Sun., May 27	
Mon., May 28	
•Memorial Day	
•Business office mails financial aid refund checks	
Tues., May 29	
•Graduate awards mailed	
Wed., May 30	
Thurs., May 31	
•Application deadline for fall 2007 financial aid scholarships	
Fri., June 1	
•Application deadline for summer graduation	
Sat., June 2	

Sun., June 3	
Mon., June 4	
Tues., June 5	
Wed., June 6	
Thurs., June 7	
Friday, June 8	
Sat., June 9	

Sun., June 10	
Mon., June 11	
•Summer mini semester classes begin	
•Schedule changes	
Tues., June 12	
•Schedule changes	
Wed., June 13	
•Last day to receive 100% tuition refund for FlexStart classes	
Thurs., June 14	
•Flag Day	
Fri., June 15	
Sat., June 16	

<div>Sun., June 17</div> <div>•Father's Day</div>	
<div>Mon., June 18</div> <div>•Last day to receive 75% tuition refund for FlexStart classes</div>	
<div>Tues., June 19</div> <div>•Midterm for summer semester</div>	
<div>Wed., June 20</div> <div>•Ice Cream Sun"day", 11am-1pm, West Building canteen</div> <div>•Last day to receive 50% tuition refund for FlexStart classes</div>	
<div>Thurs., June 21</div> <div>•First day of Summer</div>	
<div>Friday, June 22</div>	
<div>Sat., June 23</div>	

Sun., June 24	
Mon., June 25	
Tues., June 26	
Wed., June 27	
•Midterm for summer mini semester	
Thurs., June 28	
Fri., June 29	
•Optional faculty workday	
Sat., June 30	

Sun., July 1	
Mon., July 2	
Tues., July 3	
•Red, White & Boom	
Wed., July 4	
•July 4th Holiday, College closed	
Thurs., July 5	
Friday, July 6	
Sat., July 7	

Sun., July 8	
Mon., July 9	
•Returning student priority registration for fall semester	
Tues., July 10	
•Returning student priority registration for fall semester	
Wed., July 11	
•Returning student priority registration for fall semester	
Thurs., July 12	
•Returning student priority registration for fall semester	
Fri., July 13	
•Returning student priority registration for fall semester	
Sat., July 14	

Sun., July 15	
Mon., July 16	
•Returning student priority registration for fall semester	
Tues., July 17	
•Returning student priority registration for fall semester	
•Bloodmobile: 9am-2pm, West Building area	
Wed., July 18	
•Returning student priority registration for fall semester	
Thurs., July 19	
•Returning student priority registration for fall semester	
•Summer mini semester classes end	
•Summer mini semester final exams, see page 123 for schedule	
Friday, July 20	
•Returning student priority registration for fall semester	
Sat., July 21	



Sun., July 22	
Mon., July 23	
•Free massages, details TBA	
Tues., July 24	
Wed., July 25	
Thurs., July 26	
•Summer semester classes end	
•Summer semester final exams, see pg. 123 for schedule	
Fri., July 27	
Sat., July 28	

Sun., July 29	
Mon., July 30	
•Library hours, 7:30am-4:30pm (July 30-August 2)	
•Optional faculty workday	
Tues., July 31	
•Optional faculty workday	
•Library hours, 7:30am-4:30pm (July 30-August 2)	
Wed., August 1	
•Grades available on online	
•Optional faculty workday	
•Library hours, 7:30am-4:30pm (July 30-August 2)	
Thurs., August 2	
•Optional faculty workday	
•Library hours, 7:30am-4:30pm (July 30-August 2)	
Friday, August 3	
•2006-2007 academic year ends	
•Optional faculty workday	
Sat., August 4	

Sun., August 5	
Mon., August 6	
Tues., August 7	
Wed., August 8	
Thurs., August 9	
Fri., August 10	
Sat., August 11	

Sun., August 12	
Mon., August 13	
Tues., August 14	
Wed., August 15	
Thurs., August 16	
Friday, August 17	
Sat., August 18	

Sun., August 19	
Mon., August 20	
Tues., August 21	
Wed., August 22	
Thurs., August 23	
Fri., August 24	
Sat., August 25	

Sun., August 26	
Mon., August 27	
Tues., August 28	
Wed., August 29	
Thurs., August 30	
Fri., August 31	

## Notes

[illegible]



**SPARTANBURG  
TECHNICAL  
COLLEGE**

**Student Handbook  
August 2006-August 2007**



# About the College

## Accreditations

Spartanburg Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia, 30033-4097, Phone (404) 679-4501, to award associate degrees, diplomas, and certificates.

### *The College offers programs accredited by the following:*

- Association of Collegiate Business Schools and Programs (ACBSP)
- Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700
- Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312)553-9355
- Commission on Dental Accreditation, American Dental Association
- National Accrediting Agency for Clinical Laboratory Sciences, P.O. Box 75634, Chicago, Illinois 60675-5634, Phone (773) 714-8880, Website- [www.naacls.org](http://www.naacls.org)
- National Automotive Technicians Education Foundation - Automotive Service Excellence
- South Carolina Board of Nursing-Labor, Licensing and Regulation (approval only)
- Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)
- American Society of Health-System Pharmacists
- The American Culinary Federation

## College Vision

Spartanburg Technical College is the innovative leader in providing relevant, accessible, and affordable educational programs and services to support and improve the economic vitality of our service community.

## College Mission

Spartanburg Technical College is a public, suburban, two-year comprehensive, open-admission institution of higher education serving the citizens of the upstate counties of Spartanburg, Cherokee and Union in South Carolina. The College advances economic development of the region through programs, services and partnerships that address emerging and continuing employment needs in a rapidly changing global environment. Through excellence in teaching and learning, the College promotes lifelong learning and helps students reach their personal and professional goals.

## College Scope

Spartanburg Technical College implements its mission through programs, services and partnerships that include

### ***College-Level Credit Programs***

STC serves 5,000 to 7,500 credit students annually through programs leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

### ***Continuing Education Programs***

STC delivers catalog and customized short-term courses to 15,000-20,000 students annually. Continuing Education provides professional and career advancement programs and courses to business, industry, health care and government agencies. The college also offers noncredit courses for personal enrichment.

### ***Developmental Education Programs***

STC readies unprepared students to enter a program of study through courses that build academic skills and self-confidence.

### ***Student Development Programs***

STC offers a wide variety of student support services to nurture students' academic, personal and professional growth.

## **College Values**

At Spartanburg Technical College, we believe in the worth of individuals and their potential for growth and development.

**Values Pertaining to Students:** At STC, we believe in ...

1. Encouraging students to reach their highest potential and to increase their self-esteem.
2. Stressing students' responsibility in taking an active role in their own learning, growth and development.
3. Fostering a caring environment appropriate for the personal and educational development of adult students.
4. Helping students acquire a work ethic appropriate to their career choice.
5. Promoting a desire for lifelong learning.
6. Instilling a sense of college pride in students.

**Values Pertaining to Faculty and Staff:** At STC, we believe in ...

1. Accomplishing the college mission through teamwork, effective communication and personal accountability.
2. Maintaining a climate of mutual trust and respect.
3. Treating faculty and staff fairly.
4. Giving employees personal responsibility for job performance.
5. Developing professional potential of faculty and staff.

**Values Pertaining to Community:** At STC, we believe in ...

1. Providing timely programs and services that meet the needs of students and area business and industry.
2. Participating as a partner in the community's growth and development.
3. Promoting interactive communication with the community to ascertain needs and distribute information about programs and services.
4. Developing a continuum of educational opportunities by partnering with secondary and postsecondary institutions.

5. Encouraging faculty and staff to serve as leaders and role models in the community.
6. Being accountable to the community for effective use of resources.

## **Student Outcomes**

When students graduate from Spartanburg Technical College, they must possess the knowledge, skills, and attitudes necessary to successfully secure a job or pursue a career. At a level appropriate to his/her area of study, every graduate of an associate degree program at the College will

1. Perform mathematical computations.
2. Communicate effectively both orally and in writing.
3. Comprehend written material.
4. Work effectively within a group.
5. Demonstrate problem-solving ability.
6. Demonstrate proficiency in information literacy.

Graduates of technical programs will also be able to

1. Demonstrate knowledge of professional work ethics.
2. Demonstrate a knowledge of employer expectations of job seeking, keeping and advancing skills.
3. Demonstrate technical expertise.

## **Continuing Education Division**

The Continuing Education Division at Spartanburg Technical College provides non-credit training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses.

Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

Student learning is the focus of the Continuing Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

## **Spartanburg Technical College Foundation**

The Spartanburg Technical College Foundation's purpose is to provide support for the advancement of the College's mission. The STC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades, capital improvements and other institutional advancement requirements. Additional support is provided to the College through equipment loans, gifts of supplies, and other in-kind services. The Foundation also provides real property in support of campus growth.

As a 501(c)(3) tax-exempt organization, the STC Foundation seeks and accepts gifts and contributions to support the College's mission. Over the last 11 years the STC Foundation donors have provided Spartanburg Technical College with more than \$1 million annually for student scholarships, faculty and staff development, curriculum equipment improvements and real property.

The Foundation is home to the STC Alumni Association which actively keeps STC graduates connected to their alma mater.

## Miscellaneous Information

### ***Consumer Information***

Write to the office of the vice president of student affairs at STC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Contents of this publication are subject to change at anytime.

### ***Non-Discrimination Statement***

Spartanburg Technical College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin or disability in its admissions policies, programs, activities or employment practices.

### ***Postmaster Information***

The 2006-2007 *Student Planner and Handbook*, was published July 2006, Spartanburg Technical College, Post Office Box 4386, Spartanburg, S.C. 29305.

### ***Section 504 and Title IX Compliance Statement***

ADA/504 Coordinator and EEO/Title 9 Coordinator: Regina Eaker, director of human resources, (864)592-4706 (voice and TDD)

### ***Special Accommodations or Assistance***

If special accommodations or assistance will be needed, contact Gina Parris, director of student disability services, (864)592-4811 (voice and TDD).

### ***Student-Right-To-Know***

As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Technical College's graduation rate for the fall 2002 cohort is 17.6%. It is important to note that the SRTK is a "cohort" study. It identifies a group of students who are first-time freshman, enrolled full-time in a fall semester and are degree-seeking, and measures their outcomes over a period of time. While SRTK has merit in that it provides a standardized measure of college effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

4-year Average Student-Right-To-Know Completion or Graduation Rate  
Calculation=21%

(Total Completers within 150% / Adjusted Cohort)

4-year Average Student-Right-To-Know Transfer-Out Rate Calculation= 11%  
(Total Transfer-Out Students / Adjusted Cohort)

### ***Transfer Officer***

Transfer officer: Celia Bauss, registrar, (864)592-4754.

### ***World Wide Web Address***

Spartanburg Technical College's homepage address is [www.stcsc.edu](http://www.stcsc.edu)

# Student Handbook Definitions

## Academic Advising

Academic advising is a process in which the student and assigned academic advisor meet to help establish goals which are consistent with the student's career, academic and personal needs. It is recommended that each student meet with their advisor prior to registering for the next term.

Academic advisors maintain scheduled office hours during each term. Any student who needs to change a class schedule, drop or add a course, withdraw from the college, or ask any additional questions about courses should contact their assigned academic advisor.

## Academic Computer Services

Internet access is provided as an additional research resource to students. Use of the Internet should be consistent with the philosophy, goals and objectives of the College as an educational and socially responsible institution within the community. Individuals abusing this resource are subject to the normal disciplinary action. Broad areas of abuse include, but are not limited to, criminal activity, personal profit, displaying harassing or obscene material and copyright violations. Access to the Internet is a finite resource and can be limited by the College as it deems necessary.

## Academic Dishonesty (See Student Code)

## Academic Dishonesty Policy

### Special Accommodations for Sensory-Impaired Students

The Academic Dishonesty Policy of the Student Code of Spartanburg Technical College applies to students with disabilities with the following clarifications:

Definition clarification for both visually and hearing impaired:

The student cannot ask the reader/interpreter to further clarify test questions. All questions relative to the test must be directed to the instructor of the course.

Definition clarification for visually impaired students only:

The visually impaired student may ask the reader for a literal description of charts, graphs, or visual displays. The student may not ask the reader for any interpretation of charts, graphs, or visual displays. The literal description must not be worded so as to divulge the answer to the test questions.

Assistance visually impaired students may request relative to classroom assignments includes:

1. Listing specific resources by title to be obtained by a reader/assistant.
2. Converting written material to usable form for the visually impaired students to include reading the material, taping the content of the material, brailleing the material or displaying the material in large print.
3. Converting completed brailled, dictated or large print documents to standard print documents.

The following actions taken by a visually impaired student are considered to be in violation of the academic dishonesty policy relative to "collusion."

1. Directing a reader or any other person to research a subject that is to be completed for credit.
2. Directing a reader or any other person to identify and interpret topics from research materials to be included in work completed for credit.
3. Directing a reader or any other person to critique or correct an assignment for credit where such input directly addresses the criteria on which the assignment will be graded and/or significantly alters the student’s work.

Academic Standards of Progress

Academic Probation

A term and cumulative grade point average (GPA) of 2.0 shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Academic Probation - The College places students on academic probation when their program grade point average (GPA) falls below the levels indicated in the chart below. Academic probation remains in effect until the minimum cumulative program GPA meets the GPA requirements for the credit hours attempted.

Associate Degree

Hours Attempted	Minimum GPA
0-18 .....	1.4
19-36 .....	1.6
37-45 .....	1.8
over 45 .....	2.0

Diploma or One-Year Certificates

Hours Attempted	Minimum GPA
0-18 .....	1.6
19-30 .....	1.8
over 30 .....	2.0

Less than One-Year Certificates

Hours Attempted	Minimum GPA
8-20 .....	2.0

Some curriculum programs require that students earn a 2.0 GPA each term and/or achieve a “C” in each required course. Programs with additional academic requirements publish their requirements in the department handbook that is provided to students upon enrollment.

Academic Suspension

If a student fails to earn a 2.0 ("C" average) grade point average (GPA) during the term he or she is on academic probation, the student will be suspended from the College for the following term and notified in writing by the vice president of student affairs. Extenuating circumstances that are documented by student services may justify an extension of the probationary period. Students who have been on academic suspension must meet with an admissions counselor prior to readmission to the College. Students who remain on academic probation are subject to academic suspension again if they fail to maintain at least a 2.0 GPA.

## Re-Admission

Students on academic exclusion must meet with an admissions counselor. The counselor will contact the department head and division dean to secure approval for the student to be re-admitted. An admissions status report indicating that the student may be re-admitted will be forwarded to the faculty advisor by the counselor.

## Activity Period

Student activity periods are scheduled at various times during the academic year. Students are dismissed from classes for the duration of the activity period only. The Student Activity Period is designed to support the academic, personal and cultural development of students at the College. Consult the student activities calendar for a schedule of upcoming activities.

## Add/Drop Period

The add/drop period is the first *five* instructional days of the fall, spring and full summer terms. The add/drop period for the summer mini-term sessions is the first three instructional days of the term. Students may add or drop courses without academic penalty. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the instructor.

## Advising Center

Services offered at STC's Advising Center include:

- Academic advising for students enrolled in zero-level transitional studies courses. New (first semester) associate of art and associate of science students, and new **certificate of health science students** (starting in spring 2006 or after) for the following five programs: early childhood development, expanded duty dental assisting, pharmacy technician, surgical technology and therapeutic massage.
- Guidance along academic and career paths commensurate with students' abilities, interest and values.
- Help with determining short-term and long-term educational and career goals.
- Career exploration information and information about the College's programs.
- Assistance with course selection, scheduling, and long-term academic planning.
- Information about the College's academic policies and procedures.
- Orientation to college life to help students receive the maximum benefit from their college experience.
- Course schedule development and WebAdvisor training.

Location: East Building, Room E-1; Telephone: (864)592-4990

## AIM Center

The AIM Center provides personal and career counseling and financial assistance for books, child care, and transportation to both male and female students who are economically disadvantaged, have limited English proficiency, are single parents, displaced homemakers, single pregnant women, individuals with disabilities, or students enrolled in non-traditional programs. Waiting lists for financial assistance are maintained in the AIM Center office 102, Student Services Building.



### Alcohol and Drugs

Spartanburg Technical College students are not allowed to possess, use or distribute on campus or at off-campus affiliated sites any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the state of South Carolina. Also, students cannot possess, use or distribute on campus or at off-campus affiliated sites any beverage containing alcohol. Each student will receive a brochure concerning activities and services that the college provides to assist students who may encounter problems related to drug or alcohol abuse.

### Appeals

The Student Grievance Procedure of South Carolina Technical Colleges sets forth the procedure for students to follow to appeal a disciplinary ruling of the institution or to appeal academic matters (excluding individual grades).

### Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add / drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as a student taking the same course for credit. Courses that include clinical rotations, practicums, etc., in the Health and Human Services Division cannot be audited.

### Bookstore

The Book Inn is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:30am - 6:30pm and Friday from 9:00am - 1:00pm. The purpose of the Book Inn is to provide the required text material and supplies to support the academic programs of the college. The Book Inn offers textbooks, school supplies, computer software, culinary and nursing uniforms, as well as a selection of greeting cards, college logo sportswear, bookbags, gift items and other supplies needed for all programs. For textbook prices, refund policies, program supply costs, and to order online, visit our website at [www.stcsc.edu/BookInn](http://www.stcsc.edu/BookInn).

The Book Inn can special order textbooks (such as supplemental text) for students. Orders must be paid for in advance.

The Book Inn also offers a used book program to provide students with used textbooks whenever possible. During College exam days, a representative is available in the bookstore to purchase textbooks from students, providing up to 50 percent of new textbook value.

**Book Inn Refund Policy** - Full refunds will be made within 10 days after purchase, provided books are in new condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. *Absolutely no refunds will be made without a cash register receipt.* Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase.



Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers. Software is returnable only if the sealed diskette or CD packages are unopened.

## **Bulletin Boards**

Bulletin boards are provided in all areas of the campus to advertise college-sponsored events and activities. Students are allowed to post classified ads and pre-approved fliers on the "Student Information Center Boards" located in each of the canteen vending areas. All fliers must be pre-approved by a designated member of the Student Activities Advisory Committee. Approval to post items may be given in the following areas: East Building: Joyce Patrick - Office E-1; West Building: Judy Sieg - Office D-9S or Karen Ravan, office C-15; Student Services Building: Kerri McAlister - Office 159. No fliers are allowed on campus doors or windows and will be removed.

## **Calendar Changes and College Closings**

Changes to the calendar may be necessary due to extenuating circumstances. Appropriate announcements of such changes will be made accordingly. Information will also be available on the WebAdviser.

In the event of hazardous weather, faculty and students should listen to local radio/TV stations for college closing announcements. TV Channel 7 and WSPA 910 AM are local stations that cover the entire college service area.

**Day:** In the event of hazardous weather, STC officials will direct closing information to the appropriate radio/TV stations for announcements. If the weather becomes hazardous during the school day, STC officials will announce the appropriate time for dismissal of students, faculty and staff.

**Evening:** In the event of hazardous weather, STC officials will provide announcements of closing information to the appropriate radio/TV stations within the service area of the College. This will be done as soon as evening weather conditions are determined and no later than 4 p.m. If the weather becomes hazardous during evening classes, STC officials will announce the appropriate time for dismissal of students, faculty and staff.

## **Campus Crime Awareness**

**STC Campus Police-** Campus safety and security is coordinated by the STC Campus Police. STC Campus Police can be reached at 592-4911. All safety/security incidents should be reported to this office.

**Campus Security Force-** Campus security is contracted to an outside security agency which provides the College with on-campus security 24 hours a day. All officers are registered with the South Carolina Law Enforcement Division. Under South Carolina Code Law, Title 40, Chapter 17 these officers have the same authority and power as sheriffs to make an arrest of any persons violating or charged with violating any criminal statutes of this State. Spartanburg Technical College's security

is armed and conducts foot and vehicular patrols on the campus. All officers carry portable radio-telephones which put them in direct contact with county police, fire, rescue and EMS.

Alcoholic beverages, illegal drugs, firearms or dangerous weapons of any type are not permitted on campus. Potential criminal actions or other emergencies on campus can be reported directly to STC campus police by students, faculty, staff and visitors by dialing campus extension 4911 or 0 for campus operator. Upon receipt of a call, security is dispatched immediately to the site of the complaint and has the authority to make an arrest, if necessary.

Spartanburg Technical College continually plans for the safety and security of students. Information concerning campus safety is communicated to students and employees regularly through bulletins, posters, brochures the student newspaper and e-mail. The physical plant department maintains the college's buildings and grounds with a concern for safety and security. Physical plant's personnel inspect facilities regularly, make repairs affecting safety and security promptly, and respond immediately to reports of potential safety and security hazards such as broken windows and locks and outside lights. The campus is well lighted with outside lighting, particularly in areas with heavy landscaping and trees and along pathways frequently traveled by students.

**Student Responsibility-** The cooperation and involvement of the students in a campus safety program are absolutely necessary. Students must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. For example, students should walk in well-lit areas at night. Bicycles and motorcycles should be registered with campus security and should be secured with a sturdy lock.

Students with cars must keep their vehicles locked at all times, and valuables should be locked in the trunk. Students should report any suspicious activity to the staff or security.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty /staff member, or employee to the STC campus police by dialing extension 4911 or 0 for campus switchboard operator.

### **Campus Safety and Security/Student-Right-to-Know**

The campus police director, certified in law enforcement, first aid, and CPR, coordinates campus safety and security and monitors the handling/disposal of hazardous materials. The College's contracted security force provides 24-hour security. Alcoholic beverages, illegal drugs and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of the campus police, extension 4911.

The Student-Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the STC website ([www.stcsc.edu](http://www.stcsc.edu)).

## Career Planning and Placement

The career planning and placement office assists enrolled students and graduates in obtaining information about local manpower needs, making realistic vocational choices, and securing meaningful employment. The office links the College's academic and career programs to business and industry and facilitates the transition of students into the world of work. The career planning and placement office disseminates information about full-time, part-time, temporary and summer employment opportunities; provides a job-readiness program covering interview techniques, application procedures, resume preparation, and employment responsibilities; and maintains job listings for businesses, industries, government and educational institutions. The Cooperative Education Program, a learning approach that combines academic studies with work experience that is related to a student's curriculum, is also coordinated by this office.

For more information, call 592-4820/592-4808, or visit the office, which is located in the East Building, room E60, or access the website at [www.stcsc.edu/cpp](http://www.stcsc.edu/cpp).

## Cellular Phones and Pagers/Beepers

Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior." For more information on the "classroom behavior" section of the student code, please refer to that section of the student handbook/calendar.

## Classroom/Lab Conduct and Expectations

While there are many informal situations in which people have neither the desire nor the right to prescribe how others ought to behave, a college class/lab environment requires a higher level of courtesy than many people exercise in ordinary public places.

In an educational environment, each instructor has the responsibility to maintain a class/lab environment conducive to student learning. The instructor also has the authority to dismiss or have removed from class/lab any student who disrupts that environment or interferes with the rights of other students to learn. The instructor has an obligation to make students aware of rules for the class/lab and to inform students if they are violating these rules. The College encourages students to express their opinions and ideas in an orderly manner, since a free exchange of views enhances the learning process. However, the College will not condone verbal combat or verbal abuse among students and instructors.

Spartanburg Technical College, a higher education institution for adult learning, offers programs/courses designed for adult learners. It fosters a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and for their fellow students. In other words, students are to conduct themselves maturely as they work toward achieving serious goals in an institution of higher learning.

Listed below are guidelines for class/lab behavior that the College has established to ensure that the learning environment is not compromised:

### ***1. Attendance***

Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

### ***2. Absences***

Students should inform the instructor in advance if they know they are going to miss class. They should reserve absences for emergencies. Also, students must take responsibility for finding out what material they missed and for getting assignments from other students. They should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent.

### ***3. Conversation***

Students should not carry on side conversations in class (or pass notes).

### ***4. Other Activities***

Students should not work on other activities while in class. This includes homework for other courses or other personal activities.

### ***5. Internet***

In classes where Internet access is provided, students may use the Internet for valid, academic purposes only. They may not access other sites unrelated to the course.

### ***6. Sleep***

Students may not sleep in class; they are expected to be attentive and focused.

### ***7. Attitude***

Students are expected to maintain a courteous/civil attitude in class. They may not use inappropriate or offensive language, verbal or non-verbal, to convey their attitude regarding the course, the instructor, assignments, or fellow students.

This includes, but is not limited to, making fun of others, disrupting class, shouting, slamming books, glaring, rolling eyes, speaking in a disrespectful tone of voice, or refusing to carry out assignments.

### ***8. Profanity and Offensive Language***

Students may not use profanity or offensive language in any public area (to include canteens/break areas) on campus.

### ***9. Cell phones, beepers, MP3 Players, CD's and Headphones***

Students may not receive or send telephone calls, text messages, or pages during class. They are responsible for turning off cell phones and beepers upon entering class. (An exception will be made for public service employees on call.)

Unless required for a course, MP3 players, CD's, and headphones are not allowed in any class/lab at any time.

### ***10. Guests and Children***

Students may not bring unregistered friends or children to class.

### ***11. Food, Drink, Tobacco, Products***

Food and/or drink may be allowable in class at the discretion of the instructor; however, use in lab areas may be more restrictive. It is the student's responsibility to ensure that any trash is disposed of properly.

No one may use tobacco products in any building at STC. Smoking is allowed in designated areas only.

### ***12. Physical Disruptions and/or Physical Altercation***

No one may, under any circumstances, provoke or engage in physical altercations of any nature. This includes harassment, grandstanding, and threats of any kind.

### ***13. Individual Business***

Students who need to speak privately with an instructor should not attempt to do so during the class period. Students are advised to make appointments with instructors during their scheduled office hours.

The guidelines listed above are not meant to be an exhaustive list. STC developed this list to address some of the more commonly seen infractions. The College expects every student to conduct himself/herself in an appropriate manner. Violations will be referred to the vice president of student affairs for disciplinary action as deemed necessary.

### ***Tips for Success***

- Come to class/lab prepared to work. This includes bringing materials needed for class/lab (textbook, workbook, computer disks, writing materials, notebook, etc.)
- Take notes
- Complete assigned readings and other homework on time
- Contribute in class as appropriate
- Focus your attention on the subject at hand

## **Children on Campus**

The College does not allow students' children to stay on campus or in classrooms while students are attending classes. Students are also asked not to bring children to student activity periods unless otherwise posted.

### Class Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, field trips and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing work missed.

Except in extenuating circumstances with approval by the division dean, instructors withdraw students from class when 80 percent attendance is not maintained. Some courses have more restrictive attendance policies as indicated in the course syllabus. Distance learning courses, including Internet and video courses, use alternative methods for recording and reporting acceptable attendance, which are described in the applicable course syllabi. If a student exceeds the allowable attendance, the instructor will withdraw the student and award a grade of "W" or "WF" based upon the student's academic standing at the last date of attendance.

Students are tardy if not in class at the time the class is scheduled to begin. Tardy students are admitted to class at the discretion of the instructor. Course syllabi reflect attendance policies related to tardiness. Students are expected to remain in class until it is dismissed. Students are expected to remain in class until it is dismissed.

### *Absences for Religious Holidays*

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

(1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.

(2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

### Class Rings

Class rings may be ordered by graduates through the bookstore at anytime during the year. Additionally, a ring representative visits the campus each term to take student ring orders, often at substantial savings or discounts to the student. Notices to announce ring day are posted on bulletin boards and mailed to all students. A display of the class rings is always located in the bookstore. Graduation announcements may be ordered prior to graduation with the college ring representative approximately eight weeks prior to graduation.

## **Clubs (See Student Organizations)**

### **Conduct in Class**

Discussion of all views relevant to the subject matter is recognized as necessary to the educational process, but students do not have a right to infringe on the freedom of instructors to teach or the right of other students to learn. Students are expected to comply with the Student Code. If a student behaves disruptively in class, lab or field trip after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student and refer the matter to the vice president of student affairs or designee.

### **Cooperative Program for the Deaf and the Blind**

This program is a collaborative effort of the college and the South Carolina School for the Deaf and the Blind. Students who are deaf, hard of hearing, blind or visually impaired should contact the coordinator of this program, located in the Student Services Building, office 114 or call (864) 592-4746 (voice / TTY). This program offers a variety of support services, including interpreters, notetakers, readers, tutoring, large print, Braille, and specialized advisement. An assistive technology lab is also available. This lab is equipped with auxiliary aids and computers that include voice synthesized and magnification programs. Housing is available at the South Carolina School for the Deaf and the Blind for program participants. Participants who wish to take advantage of the housing option will be provided transportation to and from the college on a daily basis.

### **Counseling and Career Development**

The admissions office counseling staff offers career planning services to help students select from among the many technical programs and the University Transfer Programs offered by the College. Students may schedule a career planning session by calling the admissions office. The following are among the topics on which students may receive counseling and information:

- Curriculum programs, academic and personal requirements, working conditions, job opportunities and potential salaries.
- Application process, skills assessment and assessment requirements, registration and financial aid.
- Opportunities for refresher courses and basic studies.
- Special information on programs such as clinical training, work experience options, books, uniforms, certification exams, etc.

The admissions office houses a career resource center which contains a variety of career exploration materials including computerized career information systems, SCOIS and Kuder, and other Internet resources.

### **Course Overload Policy**

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department head or division dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all



summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department head or division dean.

### Dean's List

To qualify for the dean's list, students must have declared a major, be enrolled in at least 12 semester program credit hours during the fall or spring term and nine program credit hours during the summer term (excluding audited courses), and have earned a grade point average of 3.50 with no course grade lower than "C." A grade of "I" or "WF" automatically excludes students from the dean's list. All credit hours attempted during the semester (term) will be factored into the GPA calculations.

### Emergencies

#### *Health Services*

As a nonresidential college, STC expects students to secure medical services through their private physician. However, it is the policy of STC to provide all students with basic accidental injury, accidental death and dismemberment insurance.

#### *Accidental Injury & Illness*

In case of an accident, students are to seek out medical treatment they feel necessary. The College does not provide emergency supplies or a first aid room. First aid kits are available in divisional offices, laboratories, and shops for treatment of minor cuts and injuries. Injuries should be reported to the campus police (592-4911) within forty-eight (48) hours of the accident.

A medical problem beyond that of a minor cut, injury or illness should be handled as follows:

1. Contact the college switchboard operator (by dialing "0") who will contact security and EMS.
2. The campus police officer will provide emergency first aid until EMS arrives.

Upon the students return to the College they must complete an insurance claim form, available in the executive vice president's office, and submit invoice(s) received for treatment sought relating to the accident. The completed insurance claim form and invoice(s) will be submitted, for claim determination, to the insurance carrier by the office of the executive vice president.

#### *Reporting Crimes, Emergencies*

Spartanburg Technical College's campus police office furnishes portable radio-telephones to all officers on duty at the college. Potential criminal actions and other emergencies can be reported directly to the officers on duty by dialing campus extension 4911 or 0 for campus operator or by activating any emergency call-box located throughout the campus parking areas. Response to a call will be immediate and the security officers have the authority to make arrest, if necessary. All crimes and emergencies should be reported to campus police or security, who will report to the appropriate agencies.



## English Fluency of Faculty

It is the policy of Spartanburg Technical College to employ means to ensure that faculty members, whose first language is other than English, possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

## Evaluation of Instruction

Spartanburg Technical College seeks the input of students to improve its services and instructional programs. Each semester, students have the opportunity to evaluate the courses, instructors, facilities, equipment and other aspects of the instructional process through a formal evaluation instrument. As part of this evaluation, students rate their satisfaction with the availability of their instructors (information requested every semester) and advisors. If you do not have an opportunity to complete an evaluation in every class, please contact your advisor, department head or division dean.

## Exemption Policy

### ***Exemption Policy***

The College requires that students must complete at least 25 percent of their core courses in their program of study through instruction offered by the College to receive a degree, diploma or certificate from Spartanburg Technical College. Students may earn exemption credit for courses excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

### ***American Council on Education College Credit Recommendation Service***

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

### ***Advanced Placement (AP)***

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report to award credit.

### ***Articulation (Technical Advanced Placement, TAP)***

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through articulation should contact the secondary school department head or counselor or the College program department head. The program department head must validate student competencies designated in articulation agreements between the College and secondary schools. Validation of student competencies may include written examinations or other assessment methods.

### ***College Level Examination Program (CLEP)***

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Technical College does not administer CLEP exams but will accept CLEP exams scores administered by other institutions if scores meet minimum standards. STC does not give credit for CLEP general examinations.

### ***Credit by Examination***

Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact their program department head to discuss eligibility. The program department head will provide the proper authorization form and refer the student to the subject-area department. The department head of the area in which the student seeks credit will determine eligibility and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the business office. The student must present the authorization form and the receipt to the subject-area department head.

### ***Experiential Learning***

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. Students seeking credit for experiential learning should contact their program department heads who will determine the students eligibility and provide the authorization form. The teaching faculty in the subject area in which credit is sought will determine the appropriate method of evaluation and the time frame for completion. The department head determines the credit awarded through experiential learning. Methods may include a portfolio or other documentation of acquired knowledge. Once the evaluation has been scheduled, the students should pay the appropriate fee at the business office. The authorization form and the receipt should be presented to the faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of required program semester hours for experiential learning. Spartanburg Technical College makes no distinction between traditional and non-traditional students in the admissions process. Therefore, applicants who meet all College admissions requirements will be eligible to apply for experiential learning credit. Students who have completed qualified courses in the College's Continuing Education Division may apply for college credit through experiential learning. Students should contact the Continuing Education Division for information and a list of qualified courses.

### ***Mixed Enrollment Courses***

Spartanburg Technical College may choose to enroll both credit and continuing education students in the same course. Please contact the continuing education office for additional information if you are enrolling in a credit course as a continuing education student.

### ***Service Members Opportunity Colleges (SOC)***

Spartanburg Technical College is a member of the Service Members Opportunity

Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

### ***Professional Certifications***

Students may receive exemption credit for professional certification. For each professional certification, the appropriate department head will determine the STC course equivalencies and corresponding certifications required for credit. The student should notify the department head of the program to which the exemption credit is to be applied upon enrolling at STC. The student must submit his or her original professional certification to the appropriate department head. The department head will complete the authorization form, attach a photocopy of the certification or credential and submit it to the records office.

### ***Fees***

No fee is charged to post credits to the transcript for advanced placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Technical College and pay 50 percent of the tuition rate charged for in-county residents per course per credit hour. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified continuing education courses at the College may apply for experiential learning credit and pay a \$20 processing fee.

### **Faculty and Staff**

Refer to the 2006-2007 College Catalog for a list of faculty and staff. Catalogs are available in the admissions office or online at [www.stcsc.edu](http://www.stcsc.edu).

### **Financial Aid and Veterans Benefits**

STC provides financial aid programs to eligible students. For information on eligibility and application procedures, inquire in the financial aid office. The financial aid office publishes a financial aid brochure which is available in the financial aid office or the website at [www.stcsc.edu](http://www.stcsc.edu). The following financial aid programs are available at STC:

1. Federal Pell Grant (FPell)
2. Federal Supplementary Educational Opportunity Grant (FSEOG)
3. Federal Work Study Program (FWS)
4. South Carolina Need Based Grant (SCNBG)
5. Federal Stafford Loans
6. Palmetto Assistance Loan (PAL)
7. LIFE Scholarship
8. Lottery Tuition Assistance
9. Scholarships

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable amount of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the

student has received financial assistance previously is not a factor in determining eligibility. The complete policy is published in the STC Catalog and is available in the financial aid office.

Fire Drills

Fire drills will be held periodically without advance notice. Fire alarm boxes are strategically located throughout the College. When a fire alarm is engaged, a continuous long blast will occur. The below evacuation procedures should be followed:

- 1. All persons leave the building at the sound of the alarm.
- 2. Students should leave by the nearest designated exit.
- 3. The instructor should secure windows and doors before leaving.
- 4. All traffic should move to the right of the hallways in all buildings.
- 5. Students should be cautioned not to run or shove when exiting.
- 6. Students should go a minimum of 100 feet from the building and wait for notice to return to class.
- 7. All instructors should inform their students of the fire exit plan at the beginning of a semester and periodically thereafter.

Fund-Raising Projects

All student organizations must notify the student activities coordinator, ext. 4636, of any fund-raising projects. Information regarding projects may be published in the campus newspaper. This information must be submitted to the student publications office by the copy deadline. Advertisements regarding the projects may be posted on bulletin boards with the approval of the designated member of the Student Activities Advisory Committee.

Grade Correction

If a student believes that a grade was assigned in error, the student must request a review of the grade by the instructor within one term of the term for which the grade was assigned.

Grade Point Average

- 1. Multiply credit hours attempted by grade points\* or quality points for course points.
- 2. Add credit hours attempted for the total credit hours attempted.
- 3. Add course points for total course points.
- 4. Divide total course points by total credit hours attempted for GPA.

Example:		Credit Hours	Grade		Course Grade	Grade Points		Course Points
ECO 101		3.0	B	=	3	(3.0 X 3)	=	9.0
ENG 101		<u>3.0</u>	C	=	2	(3.0 X 2)	=	<u>6.0</u>
		6.0						15.0
GPA	=	<u>Course Grade Points</u>			=	<u>15.0</u>	=	2.5 GPA
		credit hours attempted				6.0		

## Grading System

Spartanburg Technical College uses the following system of grades:

		<i>Quality Points</i>	<i>Used in GPA Calculation</i>	<i>Credit Hours Awarded</i>
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
WF	Withdrawn Failing	0	Yes*	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

\*Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

## Graduation Ceremony

Graduation exercises are held after the end of spring semester. Students may apply for graduation during the term they intend to graduate. Students completing graduation requirements during the summer term should apply during the spring semester in order to participate in graduation ceremonies. The College mails summer graduates' awards (degrees, diplomas, and certificates) at the end of the summer term.

Students who complete graduation requirements in the fall semester may participate in graduation exercises the following spring. Those who do not attend the graduation exercise will receive awards by mail.

## Graduation

To be eligible for graduation from Spartanburg Technical College, a student must fulfill the following:

1. Apply for and be accepted into the program for which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction at the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the Student Handbook.)

6. Obtain graduation approval from the department head or division dean. Graduation exercises are held once a year. Students should apply for graduation during the semester they plan to graduate. Awards (degrees, diplomas, certificates) are mailed to students who choose not to participate in graduation exercises.

Honor Graduates

Prospective graduates with a program GPA of 3.5 at the end of the term prior to graduation will be considered honor graduates.

Identification Cards

Students are required to have a student identification card. The College issues student identification cards at no cost. Students are required to show identification cards to any campus official upon request, which includes campus police officers.

Insurance

The College carries an accident insurance policy that covers students while on campus and traveling directly and uninterruptedly between home and scheduled classes and participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes payment for medical expenses - \$5,000, accidental death - \$1,500, and dismemberment - \$1,500. Injuries should be reported to the public safety office (592-4911) within forty-eight (48) hours of the accident. Insurance claim forms are available in the office of the executive vice president. The premium for student insurance coverage is included in the tuition fee for all registered students.

Intellectual Property

Copyrightable materials, patents and all other forms of intellectual property produced out of the participation of students in activities of the College or by student workers in the course of assigned duties are exclusive property of the College unless other agreements exist.

Library

The purpose of the Spartanburg Technical College Library is to provide services designed to meet the needs of STC students. The library supports the College’s mission to prepare students to enter the job market and to transfer to senior colleges and universities. It assists students in achieving their professional and personal goals by providing high quality information services. The library also provides materials for students’ recreational use and cultural pursuits.

Location

The library is located in the Tracy J. Gaines Learning Resource Center. View it online at [http:// library.stcsc.edu](http://library.stcsc.edu).

Hours

- Monday - Thursday ..... 7:30 a.m. - 9:00 p.m.
  - Friday ..... 7:30 a.m. - 1:30 p.m.
  - Saturday ..... 9:00 a.m. - 1:00 p.m.
- Note: Hours may vary according to the College calendar.

### ***Staff***

Margaret Green, Dean, Learning Resource Center, 864-592-4615  
Patricia Jordan, Public Services Librarian, 864-592-4760  
Barbara Scala, Technical Services Librarian, 864-592-4679

### ***Library Services***

**Circulation** - Students may borrow books for two weeks and videos for three days. Books may be renewed for an additional two weeks, unless someone else has requested it. Videos may not be renewed.

**Reserves** - Materials that are needed by an entire class may be placed on reserve at the circulation desk by an instructor. This ensures that the materials will be available for student use. Instructors specify check out for three days or for use in the library only.

**Research Databases** - The library maintains many online databases which allow students to access books, magazine, journal and newspaper articles, encyclopedias, literary criticism and other reference materials in the library or via the Internet. These databases are mostly full-text and can be searched from any computer with Internet access. A user ID and password are required for off campus access. Please call the circulation desk at 592-4764 for more information.

**Reference Assistance** - Librarians are available to help students locate information in the library, over the phone and via e-mail. For more information call the Public Services Librarian at 592-4760. Students should feel free to ask for help. Check out the Ask-a-Librarian online reference service at <http://library.stcsc.edu/askalib.htm>.

**Interlibrary Loan** - If students need books or periodical articles that are not owned by the STC Library, they may request the books or photocopies of the article from another library. A minimum time period of one week is needed to complete loans.

**Library Instruction** - The librarians teach classes and individuals how to locate information using STC Library resources. Please request assistance at the reference or circulation desk or call the public services librarian at 592-4760 to schedule one-on-one research assistance. Classroom instruction focusing on specific assignments is also offered throughout the semester and is arranged by the instructor.

**Photocopying** - A photocopier is located in the library for student use. Copies are \$.10 each.

**Student Workshops** - The library offers several different workshops students can attend including *Internet Research Skills* and *Basic MLA Format*. See the calendar section of this publication for dates or contact Patricia Jordan, the public service librarian, at 592-4760 or via e-mail ([jordanp@stcsc.edu](mailto:jordanp@stcsc.edu)) for an appointment.

### ***Student Responsibilities***

Students are responsible for all materials checked out in their names. For this reason, it is not advisable for a student to check out materials for anyone else or lend materials already checked out. Students do not have to have a library card to check out books. Students use their STC IDs for checkout of library materials.



**Computers** - If others are waiting, computer use should be limited to 30 minutes. Internet users may not display materials that may be objectionable to others. All computer resources and facilities of Spartanburg Technical College are to be used solely for legitimate and authorized academic, instructional, research, administrative, and public services purposes. Misuse will cause a user's access to be revoked. Students who abuse the system will be referred to college disciplinary policies as outlined in The Student Code, STC Procedure – Computer Resource Use.

**Overdue Materials** - There is no fine for books returned within five days of the due date. After the fifth day, a five cents per day fine is charged. A 25 cents per day fine is charged for reserve items returned late, with no grace period. All overdue books and fines must be cleared before the end of each term. Students with overdue materials are not allowed to register or receive grades.

**Lost Materials** - If a student loses a book or video, the library should be notified as soon as possible. If the material is in print, the charge is the replacement cost plus a \$10 processing fee. If the material is out of print, the charge is \$25 plus a \$10 processing fee. If lost materials are found and returned within a short period, the cost will be refunded. The \$10 processing fee is non-refundable. Students who owe fees for lost material are not allowed to register or receive grades.

The library provides a quiet atmosphere for study and research. The library staff is ready to help students.

## Lost and Found

The College operates a lost and found service, located in the campus police office. Any articles found should be turned in to public safety.

## Open Computer Lab (OCL)

The Open Computer Lab is available for students to use during all hours of operation; no classes are taught in the OCL. Computer lab assistants staff the lab to assist students with computer-based assignments. In addition to the Internet and Microsoft Office, tutorials in various subject areas are accessible on the lab's forty-five computers.

The OCL is located in room E-5 in the East Building. The phone number is 592-4968. Although hours are subject to change, during the fall and spring semesters, the OCL operational hours are 7:30 a.m. – 9:00 p.m., Monday through Thursday; 7:30 a.m.-1:30 p.m. on Fridays; and 9:00 a.m.-1:00 p.m. on Saturdays, when the College is open. Hours are shorter during summer terms.

## Parking Rules

STC has well-marked parking areas with ample space for everyone to park. Do not park against curbs, over yellow lines or on triangles at the end of lanes. Do not use or block fire lanes, maintenance parking areas or loading zones. Students, faculty and staff are asked to observe the following rules:



***Vehicle Registration***

Students wishing to bring a car or other vehicle on campus are required to have a current parking permit attached to the front, right window on their vehicle. Permits will be valid from August-August each year. (This applies to all curriculum, transitional studies and adult education students.) Any curriculum, transitional studies and adult education student who loses his/her permit may apply for a new permit.

Students who permanently change to a new or different vehicle must come by the public safety office and fill out a new vehicle registration card. There is no fee for this service.

***Student Parking***

Students are required to park in the student parking areas. Students are not allowed to park in areas designated for faculty/staff or visitors.

***Physically-Impaired Student Parking***

Before parking in a reserved handicapped parking space, students must contact the public safety office to obtain an authorization sticker. It is to be placed on their student parking decal.

***Visitor Parking***

All visitor parking spaces are clearly marked. Students are not allowed to park in visitor parking spaces.

***Motorcycle Parking***

Motorcycle parking is located in the student parking lot. Four-wheel vehicles are prohibited from parking in areas designated for motorcycle parking.

***Parking Appeals***

Students may appeal a parking ticket by contacting the campus police office within 24 hours from the date of ticket. Parking appeal forms are available in the campus police office from 8 a.m. - 5 p.m. and in the admissions office from 5 - 7:30 p.m. for evening students.

**Payment of Fees**

**Payment Due** - All tuition and fees are payable when due. A student may not attend class until financial obligations are resolved. All equipment, library books and other college-owned property must be returned when due. A student's academic award (degree, diploma or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

**Payment Methods** - The College accepts cash, first-party checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover. Credit card payments also may be made online via WebAdvisor.

**Returned Checks** - The College assesses a \$25 service fee per occurrence on all checks returned by the bank for any reason. The service fee is in addition to any fee charged by the bank. Checks are not sent to the bank a second time. Students will be placed on restriction from classes for non-payment. Checks will not be accepted from students who have written more than two non-sufficient checks.

**Sponsorship** - Tuition may be billed to a sponsoring business. The sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

**Tuition Payment Plan** - Students that are taking 6 or more credit hours may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Technical College's tuition payment plan requires a \$30 non-refundable handling fee in advance, along with the first payment before the scheduled delete date or the start of class. The remaining balance is payable in three payments on dates determined according to the academic calendar and included in the agreement.

A \$50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The amounts of the payments and the due dates of the payments are pre-determined and are not negotiable.

### Procedures for Existing Student Organizations/Clubs

1. Each organization must have a charter which has been recommended by the Student Activities Advisory Committee and granted by the College administration. Procedures for organizing a campus organization must be followed prior to a charter being granted.
2. Each organization must have a constitution on file with the student activities coordinator that states its purpose, its rules for operation, and other pertinent principles. Revisions must be submitted to the above individual.
3. The policies and objectives of the campus organizations must be consistent with those of the college and the guidelines of the Student Activities Advisory Committee.
4. Each organization must maintain a membership of regularly registered students. Membership lists should be on file in the office of the vice president of student affairs.
5. The organization must select from among the faculty or staff of the college an individual who agrees to assume the capacity of advisor.
6. The organization must schedule all social, service and fund-raising functions and meetings through the student activities coordinator, who maintains a college calendar of events.
7. The organization must adhere to all college policies and social standards.
8. The organization must maintain an active program and fulfill its stated purposes.
9. No person may be excluded from membership of any organization because of color, race, religion, national origin/ethnic origin, disability or sex.
10. A minimum cumulative grade point average of 2.0 is required to be a candidate for an office in a student organization. The advisor of the organization is responsible for reviewing and approving the eligibility of each candidate. If at any time an officer's grade point average falls below 2.0 and/or the student is placed on academic probation, the person will be ineligible to hold office. The advisor will specify the procedures for selecting a replacement. The guidelines also apply to publications editors.

## Procedures for Installation of New Organizations

1. Obtain at least 10 members who are interested in forming a club.
2. Obtain an individual interested in serving as faculty advisor.
3. Submit request to organize signed by at least 10 members and a letter from the faculty sponsor to the student activities coordinator.
4. A representative of the organization will present the request to the Student Activities Advisory Committee.
5. After adoption by the Student Activities Advisory Committee, the request will be forwarded to the vice president of student affairs and to the College administration for recognition.
6. Within three weeks after recognition, a constitution must be submitted to the vice president of student affairs, in addition to a list of officers and members.
7. A copy of the constitution will be on file in the student activities office.

## Re-Admission Requirements

Students who are not enrolled at STC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current program guidelines. These guidelines may affect the applicability of completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to the admissions office. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

## Record Changes

To assure proper record-keeping and mailing procedures, each student is required to report any changes in name or address to the student records office.

## Records and Transcript

### *General*

Spartanburg Technical College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records.

### *Release of Student Records*

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data

from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office.

### ***Directory Information***

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned

Transcripts and information not specified under "directory information" is released only with written permission of the student.

### ***Student Recruiting Information***

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- |                          |   |
|--------------------------|---|
| -Name                    | -Academic major                                   |
| -Address                 | -Degrees received                                 |
| -Telephone listing       | -The educational institution in which the student |
| -Date and place of birth | most recently was enrolled                        |
| -Level of education      |   |

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

### ***U.S. Patriot Act of 2001***

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personally identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

Students may request copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward students' transcripts received from high schools and other colleges.

Students have the right to review their own official record and may question any inaccurate or misleading information and request correction or deletion of that data from their files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the student's

request is denied by the hearing committee, he/she will be permitted to append a statement to the record in question, showing the basis for their disagreement with the denial. Such appendages will become a permanent part of the record.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954). Acceptable proof is the parents' most recent Federal Tax Return. This recent amendment to FERPA permits educational agencies and institutions to disclose, without the consent or knowledge of the student or parent, personally identifiable information from the student's educational records to the Attorney General of the United States or their designee.

## **STCOnline**

STCOnline, the College's distance learning program, located in the Tracy Gaines Learning Resource Center (LRC), provides students with alternative ways of taking college credit courses. Our online course offerings provide students with flexible options on where and when they work on their courses. STCOnline courses are included in the college course schedule, and the registration process is the same as for a regular course. STCOnline also provides technical support and training for faculty and students using WebCT, the college's online course management system.

Each semester, there are a variety of online (over 50) courses offered to students. Because many students have busy schedules and lives, online courses allow them to take classes from home and work on class assignments at night or in any free time. Students taking online should be strong, committed students who are self-motivated and organized. Students taking online classes should have strong computer skills and easy access to a computer.

STCOnline also offers several online degree options, including the Associate of Arts, Management, Management with Fire Service Electives, and Interpreter Training. Students enroll in these degree programs the same way as for other degrees.

STCOnline also broadcasts college level teleclasses to other technical colleges around the state. The teleclasses broadcast are like regular classes: the instructor is in the classroom here with the local students. Two teleclassrooms are located in the LRC building - G-12 and G-13.

For more information, contact Mark Roseveare at (864)592-4763 or e-mail to [rosevearem@stcsc.edu](mailto:rosevearem@stcsc.edu). Visit the STCOnline web site at: [online.stcsc.edu](http://online.stcsc.edu)

## **STC Student Ambassadors**

STC Student Ambassadors are currently enrolled students selected to represent the College to prospective students and to the community throughout the academic year. Students are selected for their service and commitment. Those interested in applying for this honor must complete a written application, have a minimum 3.0 GPA at STC and attend an interview. Being an STC Student Ambassador is a paid, part-time position. For more information, contact Barbara Wilson at (864) 592-4614 or visit the STC website at [www.stcsc.edu](http://www.stcsc.edu).

### Services for Students with Disabilities

Spartanburg Technical College believes that a barrier-free learning environment is essential for students with disabilities to reach their potential to lead autonomous lives. Spartanburg Technical College is committed to providing such an environment.

Any student with a special need should contact the Student Disabilities Services Center located in the Student Services Building or call (864)592-4811 (voice and TDD). Upon receiving appropriate documentation, an accommodation plan will be developed and instructors will be notified.

Parking spaces designated for students who are physically disabled are conveniently located near each building.

### Smoking Policy

The South Carolina Clean Indoor Air Act of 1990 became State Law effective August 1, 1990. The purpose of this act as expressed in the text is "...to accommodate the needs of nonsmokers to be free from exposure to tobacco smoke within public indoor places..." The act restricts smoking in public schools and government buildings. This act is applicable to Spartanburg Technical College.

In compliance with this act, there are no designated smoking areas in any building, and smoking is not permitted in any campus building. Smoking is also prohibited within 25 feet of all building entrances; however, there are several designated smoking areas outside the buildings. Smokers are to properly dispose of smoking materials. Violations of the smoking policy may result in one of the following sanctions: a warning, a \$25 fine or suspension from the College.

### Student Activities

The College considers out-of-class programs to be a vital part of the educational process. Students are encouraged to participate in the programs that stress leadership and training, service to the College and community, self-directed activity, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The College sponsors many extracurricular activities during the year and encourages student participation in these programs.

### Student Code and Grievance Procedures

STC students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce

its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulation and the law, the College may take disciplinary action independent of that taken by legal authorities.

## Student Newspaper

The official student newspaper is called the *Tech Informer*. It is printed during fall and spring semesters in order to inform the students of upcoming events and campus issues. Students are encouraged to submit ideas and articles to the editor for consideration. Articles may be e-mailed to the editor at [stcnewspaper@stcsc.edu](mailto:stcnewspaper@stcsc.edu).

Student newspaper reporters will be accepted on a voluntary basis. No reporting experience is necessary. Any student who desires to be a reporter may contact the student activities coordinator. The editor of the *Tech Informer* will be a federal work study student, interviewed and selected by the student activities coordinator, and approved by the Publications Board.

## Student Organizations

### **American Society of Certified Engineering Technicians (ASCET)**

**Advisor:** Joe Santaniello, 592-4656, [santanielloj@stcsc.edu](mailto:santanielloj@stcsc.edu)

The local chapter of ASCET is composed of students enrolled in two year curricula of the engineering technologies. ASCET seeks to develop beginning students' interest in the engineering profession, to keep students informed of the vital role engineering technicians play on the engineering and scientific team, and to help direct the students in obtaining later membership in the national ASCET after graduation. The club strives to involve a high percentage of engineering technology students in its membership.

The club sponsors monthly (September-May) programs of interest to engineering technology students, such as guest lecturers, demonstrations and field trips. ASCET annually conducts food sales, flower sales and other fundraisers to raise money for scholarships for engineering technology students and to have fun and relaxation. The club has been recognized nationally for its achievements.

### **American Sign Language Club**

**Advisor:** Denise Huff, 592-4883, [huffd@stcsc.edu](mailto:huffd@stcsc.edu)

American Sign Language (ASL) Club membership is open to any STC or South Carolina School for the Deaf and the Blind Cooperative Program students, faculty and staff. Affiliate membership is open to any interested members of the community. The club exists to enhance appreciation, promotion and comprehension of American Sign Language, its culture and history among the members, the College, and the community. Through exposure to social, educational and cultural activities, the club intends to facilitate, develop and enrich the respective understanding of each individual who attends.

### **Campus Crusade for Christ**

**Advisor:** Ann Jones, 592-4894, [jonesa@stcsc.edu](mailto:jonesa@stcsc.edu)

Campus Crusade for Christ, a non-denominational national organization, is open to any interested students, faculty and staff of the college. The club's mission is



twofold: to allow Christians to come together and discuss issues that are relevant to their lives and to provide a non-threatening environment and support system for spiritual seekers. Additionally, Campus Crusade for Christ provides its members with opportunities for personal and spiritual development, leadership skills, and fellowship.

### **Caravanserai (Drama Club)**

**Advisor:** Judy Sieg, 592-4940, [siegi@stcsc.edu](mailto:siegi@stcsc.edu)

This club is open to anyone enrolled at or employed by Spartanburg Technical College, as well as other interested members of the community. The purposes of the club are to culturally enhance the college community and to promote a greater understanding of and appreciation for the arts.

### **Horticulture Club**

**Advisor:** Jimmy Painter, 592-4857, [painterj@stcsc.edu](mailto:painterj@stcsc.edu)

The STC Horticulture Club is open to all individuals enrolled in horticulture technology. The club integrates learning experiences and leadership, while providing members an opportunity to learn more about their fellow classmates. The horticulture profession is promoted in an attempt to educate the industry and the public. Meetings are conducted monthly, with guest speakers, field trips, and special projects. The club participates in several fund raising projects, including the annual spring plant sale.

### **International Association for Administrative Professionals**

#### **Student Chapter (IAAP)**

**Advisors:** Robin Berenson, 592-4837, [berensonr@stcsc.edu](mailto:berensonr@stcsc.edu)

Jan Kehm, 592-4844, [kehrmj@stcsc.edu](mailto:kehrmj@stcsc.edu)

Kathy Locke, 592-4841, [lockek@stcsc.edu](mailto:lockek@stcsc.edu)

Lisa Lopez, 592-4695, [lopezl@stcsc.edu](mailto:lopezl@stcsc.edu)

Renee Trammell, 592-4607, [trammellr@stcsc.edu](mailto:trammellr@stcsc.edu)

The International Association of Administrative Professionals club at Spartanburg Technical College is a student chapter of the worldwide IAAP professional organization and is primarily for students who wish to pursue such careers as administrative assistants, executive assistants and office managers. The IAAP mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence. Their purpose is to provide information, education, and training, and to set standards of excellence recognized by the business community on a global perspective, while their vision is to inspire all administrative professionals to attain excellence.

### **Mu Alpha Theta (Math Club)**

**Advisors:** Janie Chapman, 592-4854, [chapmanj@stcsc.edu](mailto:chapmanj@stcsc.edu)

Phillip Robbs, 592-4949, [robbsp@stcsc.edu](mailto:robbsp@stcsc.edu)

Students who have an interest in mathematics are invited to join Mu Alpha Theta, the math club. The purposes of this organization are to promote and strengthen the appreciation of mathematics and to support and sponsor activities related to mathematics. As an ongoing community service project, Mu Alpha Theta members also coordinate the recycling of aluminum for the campus.



**Science Club****Advisors: Dr. Thomas Sawicki, 592-4731, sawickit@stcsc.edu****Dr. John Todd, 592-4758, toddj@stcsc.edu****Dr. Chipley Bennett, 592-4730, bennettc@stcsc.edu**

The Science Club is open to any student, faculty, or staff member of the college who has an interest in the sciences. The purposes of this organization are twofold: To promote and strengthen the appreciation of the sciences and to support and sponsor activities related to the application of science. The Science Club has accepted the responsibility of keeping a portion of business I-85 clean of debris and has also participated in providing refreshment for the bikers in "The Assault on Mount Mitchell." In addition, the club offers a visit to Sherman College for anyone interested in learning how cadavers are used in the chiropractic profession. Meetings are conducted several times each semester with active membership requiring 60 percent attendance each nine month period.

**STC Technology Club****Advisors: Eric Nygren, 592-4838, nygrene@stcsc.edu****June West, 592-4864, westj@stcsc.edu**

Students who have an interest in technology are invited to join the STC Technology Club. The purpose of the club is to promote free exchange of knowledge and information among the members and the community. As an ongoing service project, club members will coordinate the STC PC Clinic to provide service to the community and hands-on experience for students.

**Students in Free Enterprise (SIFE)****Advisors: Chris Fant, 592-4855, fantc@stcsc.edu****Jon Backman, 592-4842, backmanj@stcsc.edu****Pete Stone, 592-4694, stonep@stcsc.edu**

SIFE is a nonprofit organization that gives students the tools to learn the free enterprise system in a real working situation. SIFE challenges students on more than 800 college campuses nationwide to take what they're learning in the classroom and use their knowledge to better their communities. SIFE Teams establish a variety of community outreach programs that teach free enterprise. For example, they teach concepts such as budgeting, accounting and supply and demand. They help budding entrepreneurs get their plans off the ground and mentor at-risk students, inspiring them to reach for their dreams.

**Student Council****Advisor: Vacant Position, 592-4636**

Students have an opportunity to participate in the Student Council, an organization which provides students a voice in college concerns and student affairs. Student Council members coordinate campus seminars and leadership workshops, participate in campus and community service projects and assist with the planning and implementation of campus events. Contact the advisor for more information.

### **Success Network Club**

**Advisors:** Janis Hendrickson, 592-4798, [hendricksonj@stcsc.edu](mailto:hendricksonj@stcsc.edu)

Erin Watkins, 592-4782, [watkinse@stcsc.edu](mailto:watkinse@stcsc.edu)

This club is open to students who actively participate in the Success Network program at Spartanburg Technical College. (See pages 97-98 for services provided by the Success Network.) The goal of the Success Network Club is to encourage individuals to achieve their highest potential through a supportive peer network and active participation in campus, community, and civic activities. Members engage in a mentoring program, fund-raising projects, and regular meetings to achieve the club's objectives.

### **Tau Alpha Pi National Honor Society for Engineering Technology.**

#### **Mu Gamma Chapter**

**Advisor:** Joe Santaniello, 592-4656, [santanielloj@stcsc.edu](mailto:santanielloj@stcsc.edu)

This organization is open to students enrolled in an engineering technology curriculum with 40 degree credits and a 3.5 GPA or 80 degree credits with a 3.3 GPA. The objective of the honor society is to provide recognition for the highest standard of scholastic achievement and the most outstanding achievements. Prospective members must be recommended for membership by a full-time faculty member.

## **Student Refund/Withdrawal/Federal Return of Funds**

It is the policy of Spartanburg Technical College that students or sponsoring agencies/programs receive a fair and equitable refund of institutional charges if a student withdraws from the College or reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or a Federal Stafford Loan. Institutional charges are defined as all charges for tuition and fees, books, supplies, and required course materials purchased with federal financial assistance at the Book Inn.

### ***I. Official Withdrawal***

A student's withdrawal date is defined as the actual date the student began the College's official withdrawal process. To officially withdraw from the College, a student must contact the registrar's office and complete add/drop/withdrawal form requesting the withdrawal.

A federal financial aid recipient who does not officially withdraw from the College will be considered as having completed 50 percent of the semester for calculating the amount of aid to be returned to the federal government based on Section III and will not be eligible for a refund based on the College's refund policy outlined in Section II.

### ***II. College Refund Policy***

To receive a refund of institutional charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours. A federal financial aid recipient who is eligible for a refund will have the refund amount applied toward the amount the student owes the College based on the return of funds policy outlined in Section III.

The refund percent is based on the date the completed add/drop/withdrawal form is received by the registrar’s office. Institutional charges for a semester will be refunded at the following rate:

Fall Term and Spring Term

<u>Refund Percent</u>	<u>Withdrawal or Net Reduction of Credit Hours</u>
100% .....	1st - 5th calendar day of the term
75% .....	6th - 12th calendar day of the term
50% .....	13th - 19th calendar day of the term
0% .....	after the 19th calendar day of the term

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.

Non-federal financial aid recipients will have the refund amount returned to the sponsoring agencies / programs in the following priority not to exceed the awarded amount:

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1. WIA                          | 7. S.C. Vocational Rehabilitation |
| 2. Company Sponsorships         | 8. AIM Center                     |
| 3. Technical/Health Scholars    | 9. Institutional Scholarships     |
| 4. Ford Asset                   | 10. Outside Scholarships          |
| 5. Tuition Waivers              | 11. Other aid or assistance       |
| 6. VA Vocational Rehabilitation | 12. Student                       |

III. Return of Federal Financial Aid

A student’s federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a semester. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Stafford Loans.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of earned aid} = \frac{\text{Number of days attended in the semester}}{\text{Total number of days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = \text{Percent of unearned aid} \times \text{the amount of federal financial aid disbursed}$$

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a semester may owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government will be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

## Student Services

The Student Services program at Spartanburg Technical College strives to provide a comprehensive student services program to help students achieve personal and professional objectives. This program includes the following services:

1. Student services provides career planning through guidance and counseling activities. Professional counselors assist students and applicants to make career choices through individual and group counseling and workshops.
2. Student services supports students in financial planning by providing financial aid information and assistance in identifying resources to meet aid needs.
3. Student services provides a student activities program of extracurricular activities, student organizations, student publications and a student government liaison to the administration in order to promote student development and student interaction.
4. Student services ensures due process to all students in appeals regarding disciplinary issues and student grievances.
5. Student services provides an orientation guide containing information to acquaint new students with Spartanburg Technical College support services. The guide is available online by accessing the STC website at: [www.stcsc.edu](http://www.stcsc.edu)
6. Student services offers a counseling service to provide academic and personal counseling to reduce student attrition and to promote the student's attainment of personal and professional objectives.
7. Student services provides counseling and referral services for students who may have problems with drug/alcohol abuse.

## Success Network

Success Network assists low income, first generation college students and students with disabilities who are experiencing academic problems and other difficulties which may hinder their success in college. This special project offers free tutoring, counseling and guidance, and referral to community agencies for eligible students. All project members are invited to attend seminars on study skills, job-seeking skills and personal development. Cultural enrichment activities are also offered.

## Suspension for Non-Academic Reasons

A student suspended from Spartanburg Technical College for non-academic reasons will be notified in writing of the length of the suspension. For non-academic violations of conduct see the "Student Code."

## Tardies

Tardy students will be admitted to class only at the discretion of the instructor. A student is considered tardy if he/she is not in the classroom at the time the class is scheduled to begin (unless otherwise designated by the instructor).

## Telephones

**Public Telephones:** Courtesy telephones are located near the canteen or vending areas in each building. Courtesy TDD's for the hearing impaired are located in the East, West and Ledbetter buildings, and in the Tracey Gaines Learning Resource Center.

**Calls for Students:** Class interruptions are discouraged. Students are contacted only under emergency conditions. See section on emergencies. Calls for students are handled by student records during the day. Admissions or evening services will coordinate calls received at night. Calling the main STC number, 592- 4600, will connect you with the appropriate department.

**Contacting Students for Emergencies:** Classes are only interrupted in the case of emergency, usually health or safety related. If the caller does not wish to divulge the nature of the emergency it is difficult to determine the appropriate response. If student records is unable to contact the division, security will attempt to contact the student. The student may be asked to come immediately to the student records office or may be given a written message depending on the urgency. After 5:00 p.m., evening services will also be asked to help locate the student.

## Testing Center

The STC Testing Center provides STC faculty and students alike with a convenient, secure, and distraction-free environment conducive to a positive testing experience. Housed in the East Building, the Center offers a range of assessment services including curriculum make-up testing, Skills Assessment Measurement (SAM) test proctoring, and proctored online testing for students at STC as well as other colleges nationally and internationally. Instructors in need of testing services should call 592-4709 or 592-4966. Hours of operation are posted in the Center each semester.

## Transferring Credits to STC

A student who wishes to transfer college credits from another educational institution to Spartanburg Technical College should submit an official transcript for evaluation. Unofficial copies of transcripts will not be evaluated. The College dean of enrollment management manages the process to ensure timely evaluation.

Courses transferred must closely parallel program requirements for credit to be awarded. In some cases, elective credit may be granted for transfer courses which do not parallel Spartanburg Technical College program requirements. Varying time limits for acceptance of transfer credit may apply in some programs.

Transfer credits granted will compute as hours earned toward total credit hours required for graduation. These credits are denoted on the Spartanburg Technical College transcript by a "TR" grade.

Credit is normally accepted only from colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies, with the approval of the department head and division dean. Spartanburg Technical College grants transfer credit for United States Armed Forces Institute (USAFI) courses and for military schools attended.

Spartanburg Technical College requires that students must complete at least 25 percent of their program semester hours through instruction offered by the College

in order to receive a degree from Spartanburg Technical College. Students may earn exemption credit for programs excluding this 25 percent requirement. The College allows a maximum of 75 percent transfer credit for parallel coursework in the program of study.

Students transferring credits from one program to another within the college must have earned a grade of "D" or better in order to transfer credits. Credit hours and grades transferred will be computed toward total hours and GPA required for graduation.

Students may earn additional credit after acceptance in a program on the following basis: Advanced placement and articulation for courses completed at the secondary level, credit by examination and experiential learning. (See Exemption Policy on pages 79-81.)

## Transitional Studies

The Transitional Studies Department offers a variety of courses to enhance students' academic abilities. Most of the courses in Transitional Studies are basic skills courses in grammar, writing, reading and mathematics. Other course offerings in the department include "bridging" courses and pre-entry courses. In addition, Transitional Studies supports all students and faculty through the services of the Testing Center.

### ***Basic Skills Courses***

Transitional Studies basic skills courses are offered both day and evening. Most classes are offered in a traditional "lecture" format; however some classes may include a variety of programmed instructional materials. Basic skills courses (zero-level) carry institutional credit but cannot be used to satisfy program requirements for graduation. The zero-level course numbers do not indicate levels of difficulty.

### ***"Bridging" Courses***

Transitional Studies "bridging" courses are designed specifically to help students acquire additional skills and discipline in order to be successful in curriculum courses. "Bridging" courses are taught in a lecture format and include a greater degree of academic rigor than basic skills courses. These courses are also non-degree credit (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

### ***Pre-entry Courses***

Some of the College's curriculum programs require that students meet certain entry requirements prior to acceptance into the program. Most students will have met these requirements in high school or at another college. However, in some cases the student may lack a specific course which is required for entry into a curriculum. Transitional Studies offers several courses which enable students to meet these entry requirements. These courses are non-degree credit courses (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

## **Tutorial Learning Center (TLC)**

STC's Tutorial Learning Center (TLC) combines several student support functions in a convenient, centralized location on the campus. Housed in the East Building, the TLC supports the College's curriculum offerings via one-on-one and group tutorials, computer-assisted instruction, CD-ROM, and video presentations in a variety of subject areas. Walk-ins are assisted on a first-come basis. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester, and TLC tutors also visit individual classes to encourage students to use the Center's services early and often. To schedule a class orientation or tutor visit, please call 592-4709 or 592-4715. The TLC provides tutoring in mathematics, English, accounting and the sciences. Hours of operation are posted at the Center each semester.

## **Vending**

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available at the Book Inn (the campus bookstore) located in the Dan L. Terhune Student Services Building.

## **WebCT**

WebCT is an electronic course system used by the College to offer online courses and to provide online supplements to other classes. It provides students access via the Internet to course materials, syllabi, calendars, learning modules and allows them to interact with the instructor and classmates in chats, e-mails and discussions. The STCOnline office provides technical support, orientation and training for students who use WebCT.

For technical support, contact STCOnline at (864)592-4899 (day), (864)592-4898 (night), 1-888-364-9080 (toll free) or e-mail to [webctadmin@stcsc.edu](mailto:webctadmin@stcsc.edu).

## **Withdrawal from the College**

Students who wish to withdraw from the College (all courses) should meet with their advisor. If the advisor is not available, the student should meet with the program department head or division dean. Students are responsible for requesting a refund if applicable at the time of withdrawal. Students receiving financial aid should contact the financial aid office prior to withdrawal from the College. (See Student Refund/Withdrawal/Federal Return of Funds on pages 96-98.)

## **Withdrawal from Courses**

Students who withdraw from a course after the add / drop period will receive a "W" or "WF" based upon academic standing on the last date of attendance as verified by the instructor of the course. Instructors withdraw students from class when the student exceeds the allowable absences as the course syllabus describes. The instructor will award a "W" or "WF" based upon the student's academic standing on the last date of attendance. Students receiving financial aid should contact the financial aid office prior to withdrawal from a course. Students may withdraw from a course at any time prior to the first day of exams.



## **Appendix I**

# **The Student Code for Spartanburg Technical College**

The Student Code for Spartanburg Technical College is based on the Student code for the South Carolina Technical College System.

## **General Provisions**

### **I. Principles**

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

### **II. Solutions of Problems**

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.



In situations where a student is dually enrolled in 2 or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### III. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means Student Government Association of the college.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Suspension" means a temporary separation of the college and student under specified conditions.
- M. "Expulsion" means permanent separation of the college and student.

## **Student Code**

### I. General Rights of Students

- A. Nondiscrimination - There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly - Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

C. Freedom of the Press - In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. Protection Against Unreasonable Searches and Seizures - Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance - Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

F. Classroom Behavior - Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.

The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. Evaluation and Grading - Instructors will follow the announced standards in evaluating and grading students.

Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. Privacy - Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

## I. Records

### 1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

### 2. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

### 3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

### 4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

### II. Student Government and Student Organizations

#### A. Student Government Associations

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

#### B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.

The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

### III. Proscribed Conduct

#### A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

#### B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or

disruptive activity on a college campus. According to South Carolina law, “it shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon.” (Section 16-17-420 part 2 of South Carolina Code of Laws).

### C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

1. Cheating on tests is defined to include the following:
  - a. Copying from another student’s test or answer sheet.
  - b. Using materials or equipment during a test not authorized by the person giving the test.
  - c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
  - e. Bribing or coercing any other person to obtain tests or information about tests.
  - f. Substituting for another student, or permitting any other person to substitute for oneself.
  - g. Cooperating or aiding in any of the above.
2. “Plagiarism” is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work.
3. “Collusion” means knowingly assisting another person in an act of academic dishonesty.
4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration, or misuse of college documents, records, or identification cards.
  2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. Infringement of rights of others is defined to include, but not limited to, the following:
1. Physical or verbal abuse inflicted on another person.
  2. Severe emotional distress inflicted upon another person.
  3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
  4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
  5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
  2. Unauthorized entry upon the property of the college after closing hours.
  3. Unauthorized presence in any college facility after hours.
  4. Unauthorized possession or use of a key to any college facility or other property.
  5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
  6. Possession, use, or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.

7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

#### **IV. Rules of Student Disciplinary Procedure and Sanctions**

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

##### **A. Administrative Suspension**

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

##### **B. Academic Misconduct**

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - c. Assign a failing grade for the course.
  - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he / she may appeal the decision and / or the sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.
5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:
  - a. A restatement of the charges
  - b. The time, place, and location of the meeting
  - c. A list of witnesses that may be called
  - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Procedure, Section V.A.1.e.
6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:
  - a. Accept the decision and the sanction imposed by the instructor
  - b. Accept the instructor's decision but impose a less severe sanction
  - c. Overturn the instructor's decision



7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
  - a. Accept the decision and the sanction imposed
  - b. Accept the decision but impose a less severe sanction
  - c. Overturn the decision
  - d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

### C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes know to an administrative officer of the college.
2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
  - a. Drop the charges
  - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee
  - c. Refer the student to a college office or community agency for services
3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last know address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.

4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

### D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
  - a. Three faculty members appointed by the chief instructional officer and approved by the President.
  - b. Three student members appointed by the appropriate student governing body and approved by the President.
  - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
  - d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.
  - e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Functions of the Committee are described as follows:
  - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
  - b. To hand down a decision based only on evidence introduced at the hearing.
  - c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
    1. Academic Misconduct

- a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
- c) Assign a failing grade for the course.
- d) Require the student to withdraw from the course.

## 2. Student Misconduct

- a) A written reprimand.
- b) An obligation to make restitution or reimbursement
- c) A suspension or termination of particular student privileges.
- d) Disciplinary probation
- e) Suspension from the college
- f) Expulsion from the college
- g) Any combination of the above

## V. Procedures for Hearings before the Student Appeals Committee

### A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
  - a. A restatement of the charge or charges.
  - b. The time and place of the hearing.
  - c. A list of all witnesses who might be called to testify.
  - d. The names of Committee members.
  - e. A statement of the student's basic procedural rights. These rights follow:
    1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.

2. The right to produce witnesses on one's behalf.
  3. The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.). A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
  4. The right to present evidence. The Committee may determine as to what evidence is admissible.
  5. The right to know the identity of the person(s) bringing the charge(s).
  6. The right to hear witnesses on behalf of the person bringing the charges.
  7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Chief Student Services Officer concurs with this change.

### B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a. The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
  - b. Counsels for the student and the college.
  - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
  - d. Witnesses who shall:
    1. Give testimony singularly and in the absence of other witnesses.
    2. Leave the committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
7. Decisions of the Committee shall be made by majority vote.
8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

### C. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

## Appendix II

# The Student Grievance Procedure for Spartanburg Technical College

It is the policy of Spartanburg Technical College that all students shall be afforded the opportunity to present complaints /grievances and seek answers without fear of restrain, interference, coercion, discrimination or reprisal. The College shall also be governed by the guidelines of the Student Code and Grievance Procedure for South Carolina Technical Colleges, and practices with guarantee due process.

### I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints. Because of the sensitive nature or this type of complaint, a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.

If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

### II. Definitions

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college level as being on the administrative staff such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Student" means a person taking any course(s) offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

### III. Procedures

#### A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

#### B. Second Step

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or not later than two instructional weekdays after receipt of the student's grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

### C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Officer shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV.A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

### D. Fourth Step

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the college within ten instructional weekdays of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

## IV. The Student Grievance Committee

A. The Student Grievance Committee shall be composed of the following:

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the committee.



6. The President must approve all recommended members.

## B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

## C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
  - a. A brief description of the complaint, including the name of the person filing the complaint;
  - b. the date, time, and location of the meeting; and
  - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

## D. Hearing Procedures

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.

2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

## Appendix III

# 2006-2007 Exam Schedules: Fall, Spring, Summer

### 2006 Fall Exams

Day/time Class Begins		Exam Time	Date
MW	08:00 AM	08:00 AM-10:00 AM	Wednesday, December 6
MW	09:30 AM	08:00 AM-10:00 AM	Tuesday, December 5
MW	11:00 AM	10:30 AM-12:30 PM	Thursday, December 7
MW	12:30 PM	01:00 PM-03:00 PM	Tuesday, December 5
MW	02:00 PM	01:00 PM-03:00 PM	Wednesday, December 6
MW	03:30 PM	03:30 PM-05:30 PM	Thursday, December 7
MW	04:30 PM	03:30 PM-05:30 PM	Thursday, December 7
TTH	08:00 AM	08:00 AM-10:00 AM	Thursday, December 7
TTH	09:30 AM	10:30 AM-12:30 PM	Wednesday, December 6
TTH	11:00 AM	10:30 AM-12:30 PM	Tuesday, December 5
TTH	12:30 PM	01:00 PM-03:00 PM	Thursday, December 7
TTH	02:00 PM	03:30 AM-05:30 AM	Tuesday, December 5
TTH	03:30 PM	03:30 PM-05:30 PM	Wednesday, December 6
TTH	04:30 PM	03:30 PM-05:30 PM	Wednesday, December 6
<b>EVENING CLASSES</b>			
MON	06:00 PM	06:00 PM-08:00 PM	Wednesday, December 6
TUE	06:00 PM	06:00 PM-08:00 PM	Tuesday, December 5
WED	06:00 PM	08:15 PM-10:15 PM	Wednesday, December 6
THU	06:00 PM	08:15 PM-10:15 PM	Tuesday, December 5
<b>FRIDAY CLASSES</b>			
FRI	08:00 AM	08:00 AM-10:00 AM	Friday, December 8
FRI	11:00 AM	10:30 AM-12:30 PM	Friday, December 8
<b>WEEKEND COLLEGE</b>			
SAT	09:00 AM	09:00 AM-11:00 AM	Saturday, December 9
SAT	12:00 PM	11:30 AM-1:30 PM	Saturday, December 9
Classes that have starting times other than those listed will have final exams at a time determined by the instructor in consultation with the department head.			
This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the college's normal schedule of operation.			

Appendix III

2006-2007 Exam Schedules: Fall, Spring, Summer

2007 Spring Exams

Day/time Class Begins		Exam Time	Date
MW	08:00 AM	08:00 AM-10:00 AM	Wednesday, April 25
MW	09:30 AM	08:00 AM-10:00 AM	Tuesday, April 24
MW	11:00 AM	10:30 AM-12:30 PM	Thursday, April 26
MW	12:30 PM	01:00 PM-03:00 PM	Tuesday, April 24
MW	02:00 PM	01:00 PM-03:00 PM	Wednesday, April 25
MW	03:30 PM	03:30 PM-05:30 PM	Thursday, April 26
MW	04:30 PM	03:30 PM-05:30 PM	Thursday, April 26
TTH	08:00 AM	08:00 AM-10:00 AM	Thursday, April 26
TTH	09:30 AM	10:30 AM-12:30 PM	Wednesday, April 25
TTH	11:00 AM	10:30 AM-12:30 PM	Tuesday, April 24
TTH	12:30 PM	01:00 PM-03:00 PM	Thursday, April 26
TTH	02:00 PM	03:30 AM-05:30 AM	Tuesday, April 24
TTH	03:30 PM	03:30 PM-05:30 PM	Wednesday, April 25
TTH	04:30 PM	03:30 PM-05:30 PM	Wednesday, April 25
EVENING CLASSES			
MON	06:00 PM	06:00 PM-08:00 PM	Wednesday, April 25
TUE	06:00 PM	06:00 PM-08:00 PM	Tuesday, April 24
WED	06:00 PM	08:15 PM-10:15 PM	Wednesday, April 25
THU	06:00 PM	08:15 PM-10:15 PM	Tuesday, April 24
FRIDAY CLASSES			
FRI	08:00 AM	08:00 AM-10:00 AM	Friday, April 27
FRI	11:00 AM	10:30 AM-12:30 PM	Friday, April 27
WEEKEND COLLEGE			
SAT	09:00 AM	09:00 AM-11:00 AM	Saturday, April 28
SAT	12:00 PM	11:30 AM-1:30 PM	Saturday, April 28
Classes that have starting times other than those listed will have final exams at a time determined by the instructor in consultation with the department head.			
This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the college's normal schedule of operation.			

### Appendix III

## 2006-2007 Exam Schedules: Fall, Spring, Summer

### 2007 Summer Exams

All summer term exams are to be given on the last class day of the term at the scheduled class time. Exceptions must be approved by the department head and division dean.

## **Appendix IV**

# **STC Programs of Study**

### ***Associate Degree Programs***

Accounting  
Accounting with Information System Electives  
Associate in Arts  
Associate in Science  
Automotive Technology  
Automotive Technology Ford ASSET  
Civil Engineering Technology  
Computer Technology  
Computer Technology with Networking Electives  
Computer Technology with Web Page Development Electives  
Electronics Engineering Technology  
General Technology:  
    -Advanced Child Care Management  
    -Commercial Graphics  
    -Early Childhood Development  
    -Early Childhood Development Special Needs  
    -Engineering Technology  
    -Heating, Ventilation, Air Conditioning and Refrigeration Technology  
    -Industrial Electricity  
    -Industrial Electronics Technology – Automated Manufacturing Technology Option  
    -Industrial Electronics Technology  
    -Industrial Maintenance Technology  
    -Infant Toddler  
    -Interpreter Training (available online)  
    -Machine Tool Technology  
    -Medical Assisting  
    -Surgical Technology  
    -Welding  
Horticulture Technology  
Industrial Electronics Technology  
Industrial Electronics Technology – Automated Manufacturing Technology  
Machine Tool Technology  
Management  
Management with Culinary Arts Electives  
Management with Fire Service Electives  
Management with Hotel, Restaurant and Travel Electives  
Management with Information Technology Electives  
Management with Marketing Electives  
Management with Sales Electives  
Management with Supply Chain Management Electives  
Mechanical Engineering Technology

Medical Laboratory Technology  
Nursing  
Office Systems Technology  
Office Systems Technology with Legal Electives  
Office Systems Technology – Medical Option  
Radiologic Technology  
Respiratory Care

### ***Diploma Programs***

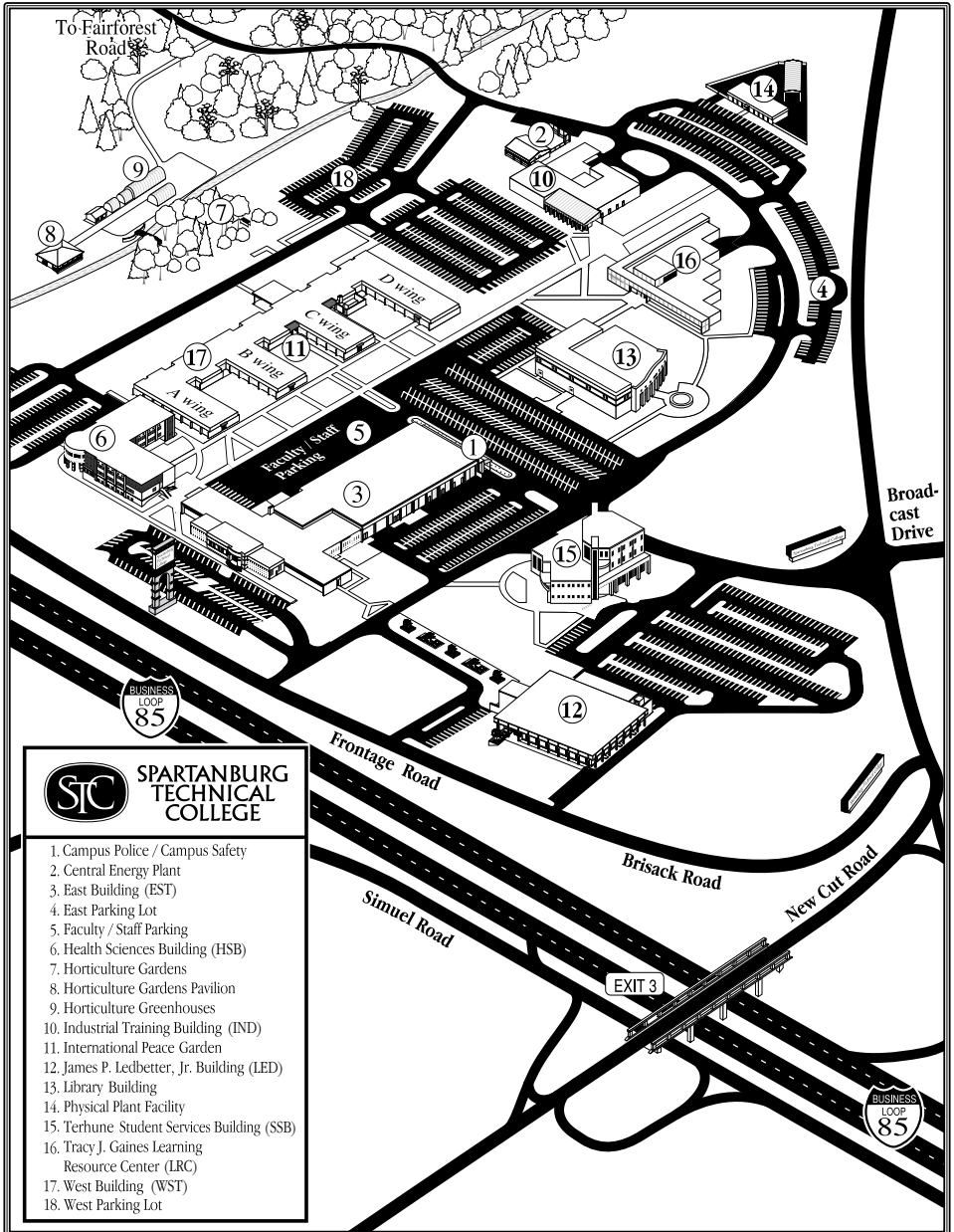
Expanded Duty Dental Assisting  
Industrial Maintenance Technology  
Medical Assisting  
Surgical Technology  
Welding

### ***Certificate Programs***

Administrative Accounting Specialist  
Administrative Specialist  
American Sign Language  
Architectural Computer Aided Drafting  
Basic Interpreting  
Commercial Graphics  
Computer Support Specialist  
Culinary Arts  
Customer Service  
Early Childhood Development  
Health Unit Coordinating  
Heating, Ventilation, Air Conditioning and Refrigeration Technology  
Industrial Electricity  
Infant/Toddler  
Landscape Management  
Machine Tool Technology  
Mechanical Computer Aided Drafting  
Networking Operations  
Pharmacy Technician  
Phlebotomy  
Pre-Occupational Therapy Assisting (Phase 1)  
Pre-Paralegal (Phase 1)  
Pre-Physical Therapist Assistant (Phase 1)  
Small Business Management  
Therapeutic Massage  
Web Page Development  
Welding

## Appendix V

# STC Campus Map



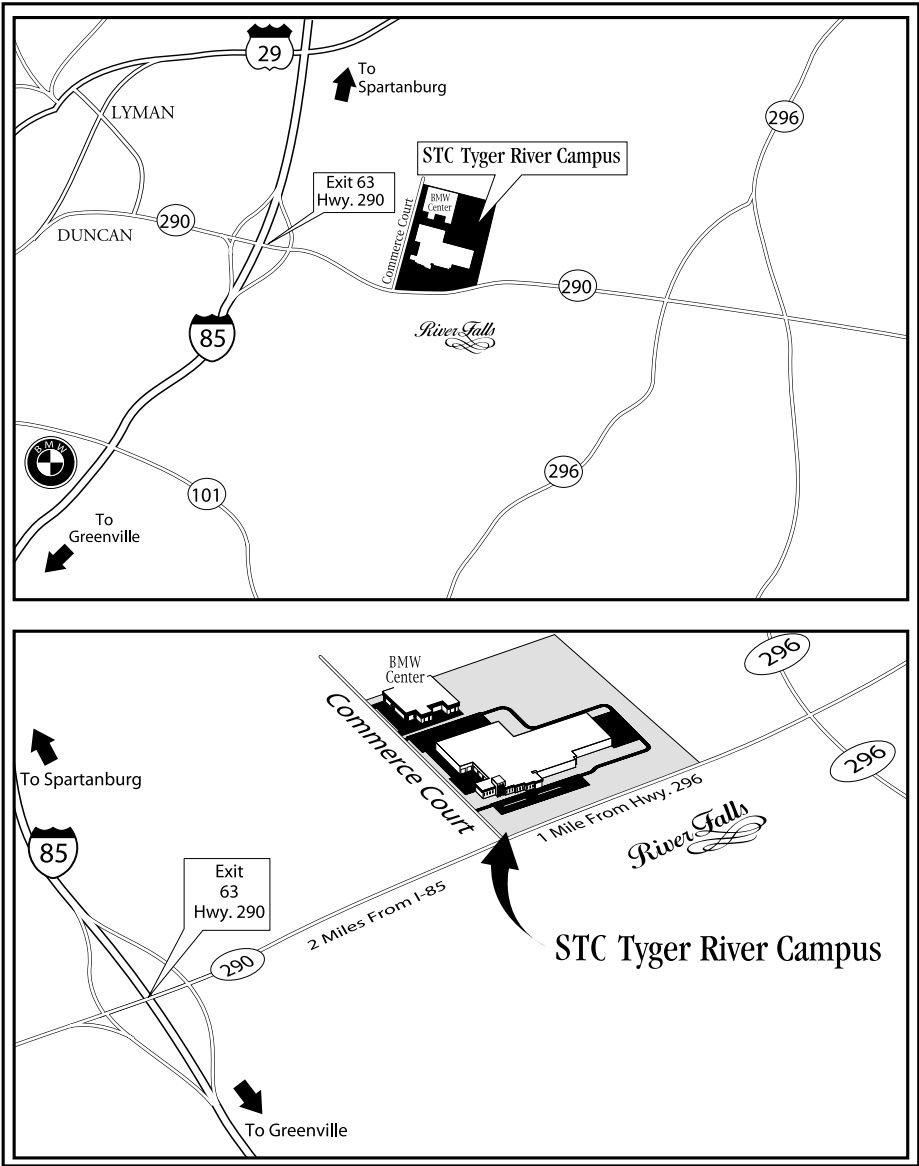
Appendix VI

Map of the STC Tyger River Campus

Highway 290 • Duncan, S.C  
(864)592-4600

*BMW Center at the Tyger River Campus*  
(864)592-4200

STC Continuing Education Division (864)592-4900





## Appendix VII

# STC Directory of Services

### Access and Equity/Recruiting Services

Student Services Building, office 140  
Reginald Wilburn, Director

### Admissions

Student Services Building, office 118  
Nancy Garmroth, Dean, Admissions & Financial Aid, office 144  
Kathy Jo Lancaster, Admissions Coordinator

### Advising Center

East Building, office E-1  
Alison Cann, Director

### AIM Center

Student Services Building, office 102  
Leila McKinney, Director

### Alumni Association

Student Services Building, office 210  
Lesla Caudell, Associate Director

### Book Inn

Student Services Building, office G-22  
Cassandra Meadows  
Director of Auxiliary Services

### Business Office

Ledbetter Building, office 220  
Myra Smith, Director of Finance

### Campus Police

East Building, office E-63  
André Kerr, Director

### Career Planning and Placement Office

East Building, office E-60  
Kathy McKinzie, Director

### Cooperative Program for the Deaf and the Blind

Student Services Building, office 114  
Melba Bishop, Coordinator

### Financial Aid and Veteran Affairs

Student Services Building, office 147  
  
Nancy Garmroth, Dean, Admissions & Financial Aid, office 144  
  
Vacant, Assistant Director, Financial Aid, office 146  
  
Kathy Payne  
Veteran Affairs Coordinator, office 148

### Library Learning Resource Center

Gaines Learning Resource Center  
Margaret Green  
Dean of Learning Resources

### Personal/Career Counseling/Career Center

Student Services Building:  
Geraldine Brantley, office 134  
Director of Counseling  
  
Ricky Fields, office 132  
Counselor

Tim Howard, office 128  
Counselor

Gina Parris, office 116  
Counselor

Phyllis Rogers, office 130  
Counselor

Carla Stewart, office 134  
Counselor

### STC Online

Gaines Learning Resource Center  
Mark Roseveare, Director, office G-12A

### Services for Students With Disabilities

Student Services Building, office 116  
Gina Parris, Counselor

### Student Activities

Student Services Building, office 159  
Vacant, Coordinator

### Student Records

Student Services Building, office 157  
Celia Bauss, Registrar

### Student Services

Student Services Building, office 167  
Harold McClain  
Vice President of Student Affairs

### Success Network

Student Services Building, office 174  
Vacant, Director

### Transitional Studies

West Building  
Kem Mahaffey, Department Head

### Tutorial Learning Center

East Building

## This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.



SPARTANBURG  
TECHNICAL  
COLLEGE

[www.stcsc.edu](http://www.stcsc.edu)



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